Career Preparation and Job Training

Prince George's Community College prepares students for professional certification and licensure in high demand fields that lead to rewarding careers. Students benefit from flexible and convenient learning options, as well as short- or long-term training programs. We are transforming lives.

- Career planning and guidance
- Retraining
- Skills building

Apply online at www.pgcc.edu or call 301-336-6000
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
1. Kent Hall
   Administration
   Workforce Development
   and Continuing Education
   Human Resources

2. Accokeek Hall
   eLearning Services
   Library

3. Bladen Hall
   Admissions and Records
   Advising and Transfer Services
   Cashier
   Disability Support Services (DSS)
   Enrollment Services
   Financial Aid Office (FAO)
   Health Education Center (nurse)
   Recruitment
   Registration
   Veterans Services
   Welcome Center

4. Bladen Hall
   Campus Police Substation
   College Lab Services (computer labs)
   Language Studies Lab
   Student Assessment Services (Testing Center)
   Tutoring and Writing Centers

5. Largo Student Center
   Bookstore
   Campus Dining
   College Life Services
   Community Rooms A, B, C
   Rennie Forum

6. Chesapeake Hall

7. Lanham Hall
   International Education Center
   Service Learning

8. Marlboro Hall
   Career/Job Services
   Center for Work-Based Learning
   Marlboro Gallery
   Student Development Resource Center (SDRC)
   Vocational Support Services (VSS)

9. Queen Anne Fine Arts
   Hallam Theatre

10. Novak Field House
11. Robert I. Bickford Natatorium
    Pool
    Racquetball Courts
    Weight Room

12. Continuing Education Building
    (classrooms only)

13. Steel Building

14. Childtime Children's Center

15. Facilities Building
    Campus Police

16. Track/Practice Soccer Field

17. Golf Range

18. Tennis Courts

19. Racquetball Courts

20. Auto Bay

21. Warehouse

22. Baseball Diamond

23. Softball Diamond

24. Picnic Grove

25. Temporaries 1 and 2

26. Temporary Services Building TS

27. Temporary Services Building TO

28. Temporary Services Building TZ

29. Center for Advanced Technology
    College Lab Services (computer labs)
    Cyber Café

30. Center for Health Studies

31. Temporary 3

32. Main Soccer Field
Register Online
To register online you must have an e-mail address and you must pay with a credit card when you register.

To Access Owl Link
NEW STUDENTS
I. Go to www.pgcc.edu
   1. Select Owl Link.
   3. Select Enroll and Register for courses.
   4. Click on Create a student account.
      • Fill out all of the demographic information (required fields are noted by a red * ) and check the box at the bottom of the page before hitting the SUBMIT button.
   5. You will then be asked to confirm your personal information. Check to make sure all information is correct.
      • If not, DO NOT check the check box at the bottom of the page. Just press the submit button. This will return you to the previous page to make the necessary corrections.
   6. Submit and confirm information. Once you have determined the information is correct, check the box at the bottom of the page and SUBMIT.
   7. You will be sent two separate e-mails with your Owl Link User ID and temporary password.
   8. After retrieving this information, select the Workforce Development and Cont. Ed Students Menu again. Select the Enroll and Register Courses option again (Cont. Ed )
   9. This time, Click on Log In to Owl Link. Login using the information provided to you in your e-mail.
      On the next screen you will immediately be prompted to change your password to one of your choosing.
II. Select the Workforce Dev. & Cont. Ed. Students Menu again.
   1. This time select the link Enroll and Register for Courses.

RETURNING STUDENTS
If you have previously enrolled in a course at Prince George’s Community College, you will be required to Login to Owl Link before you can register.
Go to www.pgcc.edu select Owl Link
I. If you know your UserID and password information, select the Login prompt.
   1. Fill out your login information and press SUBMIT to login.
   2. If you do not know your Log In information, follow the appropriate links on the login screen to retrieve your UserID and/or password.
II. Once you have successfully logged in to Owl Link, Select the Workforce Dev. & Cont. Ed. Students Menu.
   1. Select Enroll and Register for Courses.
   2. Click on Register for Courses.
   3. If you know the course that you want to register for, type the course number in the second box which is called Course Code number (ex. ENR317) and SUBMIT This will give you a list of all available sections for that course.
   4. Choose the section you want and SUBMIT.
   5. On the following screen, you will be shown the section you registered for and, if you like, you may choose your education goal, reason for taking and how you learned of this class, then SUBMIT.
   6. The Pay for Class screen will come up.
   7. To pay, click on the down arrow next to ‘Choose one of the following’ and select Register Now (Check out).
      • You will be asked what type of credit card you will be using (Discover, MasterCard, VISA).
      • Choose the appropriate one and SUBMIT.
   8. You will then be prompted for your credit card information.
   9. Fill out all the necessary information and then press SUBMIT.
III. After submitting you will receive a confirmation screen. Print this out for your records.
That’s it! You’re officially registered! We hope you enjoy your educational experience with Prince George’s Community College.

That’s it! You’re officially registered! We hope you enjoy your educational experience with Prince George’s Community College.
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.

1. Blue headers (main section title): Area of study, industry and/or career field
2. Blue bullet (subhead): Program of study, specialization within a specific career field
3. Blue box: Short program description and/or availability of certificate options. Many careers require educational credentialing or professional licensing to validate your level of expertise in a certain field. Prince George's Community College offers a Certificate of Continuing Education in many of its programs to validate your professional development and show that you have successfully completed the required series of related courses.
4. Underlined text: Course number and title
5. Regular text: Course description, special requirements, number of sessions, cost
6. Bold text: Number of sessions and related costs and fees.
7. Table: Describes the section of the course for which you will register—beginning with a unique five-digit identification number, day(s) on which the course will meet, beginning and end class dates, times, and location.

REGISTRATION INSTRUCTIONS

1. Make a note of your choice by writing down both the course designator and the synonym number.
2. Now, you’re ready to register!

How to Find My Largo Campus Classroom

A few days before your class is scheduled to begin, you now use Owl Link to find the location of your class on the Largo campus.

1. Go to www.pgcc.edu.
2. Select “Owl Link” at the top of the screen.
4. Enter the course number and syn # for your section. For example: FIN-345-05967
5. Click “SUBMIT” and the Largo building and classroom will be displayed.

Find your classroom in person by visiting Bladen Hall, Room 126, Monday–Thursday from 8:30 a.m.–7 p.m., Friday 8:30 a.m.–4 p.m. or Marlboro Hall, Room 1095, Saturday from 8 a.m.–4 p.m.

If your course is being taught at another location or extension center, rooms will be posted by the off-campus site coordinator.

GET SOCIAL!

Look for social media badges at www.pgcc.edu.
PAYMENT INFORMATION

TUITION (SUBJECT TO CHANGE)

If you have not registered online, tuition must be paid in person or by mail to the Cashier’s Office in Bladen Hall, Room 120. Tuition listed is for residents of Prince George’s County. Tuition for residents of other Maryland counties is an additional $5 per course. Tuition for residents of other states or the District of Columbia is an additional $10 per course. (Example: Tuition for First Aid is $50 for Prince George’s County residents, $55 for residents of other Maryland counties and $60 for residents of other states or the District of Columbia.)

TUITION WAIVER

Senior Citizens Who Are 60 Years Or Older
Maryland residents are exempt from the payment of tuition for courses for which state funding is received; in addition, they are exempt from payment of such charges as instructional services fees, but not registration fees and special instructional fees.

Waivers only apply to courses with an asterisk next to the tuition. The asterisk (*) indicates courses for which state funds are received.

It should be noted that, notwithstanding the provisions for above exemption contained herein, the college reserves the right to cancel classes for reasonable cause, which may include insufficient enrollment of regularly enrolled (nonexempt) students.

FEES (SUBJECT TO CHANGE)

Registration Fees
A $7 registration fee will be added to your bill upon registration. This fee will allow you to register for one or more courses during any given term.

Senior citizens will be charged a $50 registration fee per term. The $50 fee applies to courses in this schedule that are marked with an asterisk no matter what the tuition. A senior who enrolls in a $25 course that is marked with an asterisk is still responsible for the $50 registration fee.

The terms for which a registration fee will be assessed are the following:

Spring January 1–April 30
Summer May 1–August 29
Fall August 30–December 2

Registration fees are nonrefundable. If, however, the college cancels all of the courses in which the student was enrolled during a given term, the registration fee will be automatically refunded to the student.

Note: Senior citizens are responsible for a $50 registration fee even if some of their courses are canceled. For example, if a senior pays the $50 registration fee, enrolls in three courses, and two are canceled, the senior is still responsible for the $50 registration fee that semester.

Class-Related Fees
Students enrolled in noncredit courses are required to pay fees determined by the college to be related to the special costs associated with the delivery of instruction. These fees are designated in this publication as lab fees, food fees, materials fees, etc. and may be payable to the college or the instructor, as designated. No student is exempt from the payment of these fees.

PURCHASE ORDERS

If your business wishes to pay for your course with a purchase order, you must register in person at the Admissions and Records Office in Bladen Hall, Room 126 between 9 a.m.–7 p.m., Monday–Thursday and on Friday between 9 a.m.–4 p.m. and bring in your bill with the original completed purchase order to the Cashier’s Office in Bladen Hall, Room 120, between 8:30 a.m.–7 p.m., Monday–Thursday and on Friday between 8:30 a.m.–4 p.m.

EMPLOYER-PAID TUITION

If your employer is paying your tuition:

Step 1: Get a purchase order, tuition assistance form or letter of intent from your employer. The document must have your name, amount to be paid, billing address, purchase order number and the original signature of person(s) authorizing payment.

Step 2: It is your responsibility to present the purchase order (two copies), tuition assistance form or letter of intent at the time you pay your tuition to the Cashier’s Office.

Step 3: The bookstore is an independent entity from the college and is paid directly by the employer. If you are entitled to reimbursement for books, you must obtain a separate purchase order, tuition assistance form or letter of intent addressed to Prince George’s Community College Bookstore. For more information visit www.pgccbookstore.com

Note: The college will not bill in order to reimburse the student. Students paying their own tuition must be reimbursed by their employer or agency. The purchase order, tuition assistance form or letter of intent will not be accepted after payment has been made by the student.

RETURNED CHECKS

If the college receives final notice of a check being returned for any reason prior to the start of class, you will be dropped from all classes with no financial obligation other than the return check fee and registration fee. All checks are deposited twice.

If the college receives final notice of a check being returned on or after the first day of the class, you will not be dropped from classes. You will remain enrolled unless you personally withdraw or otherwise adjust your schedule during the refund period. At the end of that period, you, the student, will be liable for tuition and fees for all remaining courses plus the return check fee, regardless of whose check was used to pay your tuition.

No certificates will be issued until the indebtedness has been paid.

REFUNDS

Individuals who withdraw from a course the day before the start date will be issued a 100 percent refund of tuition, and course-related fees, but not registration fees. No refunds will be issued after that date.

Interested in Child Care

Are you interested in becoming a family child care provider or working in a child care center? Prince George’s Community College can help with the required training!

Call 301-386-7545,
e-mail eolsen@pgcc.edu, or visit the website www.pgcc.edu/go/childcare
ELIGIBILITY

Admission to Continuing Education programs is open to all students 16 years of age and older, unless the class is specially designed for a limited age group. There may be educational prerequisites for some courses.

CANCELLATION OF CLASSES

The college reserves the right to cancel sections, change meeting places, or make other changes that the college deems appropriate. Every effort is made to notify students of course cancellations by phone or by e-mail prior to the start of classes. If a class is canceled, all tuition and fees will be automatically refunded unless the student selects a comparable course to replace the canceled one.

Room changes and section cancellations may be viewed online as soon as they occur.

ROOM ASSIGNMENTS AND CHANGES

Classes without specific rooms assigned in the class schedule will be assigned before classes begin. In addition, some classrooms may be changed to accommodate class sizes or special needs. Room assignments and changes to room assignments are available on Owl Link as soon as they are made.

Check the Web prior to the start of your class for the latest room assignment.

Find your classroom in person by visiting Bladen Hall, Room 126, Monday to Thursday 8:30 a.m.–7 p.m., Friday 8:30 a.m.–4 p.m. or Marlboro Hall, Room 1095, Saturday 8 a.m.–4 p.m.

If your course is being taught at another location or extension center, rooms will be posted by the off-campus site coordinator.

BOOKSTORE

The bookstore is located at Prince George’s Community College on the first floor of the Largo Student Center. Call 301-322-0912 or visit www.pgccbookstore.com

Hours: Monday–Thursday, 9 a.m.–5 p.m.
Friday, 9 a.m.–4 p.m.

Bookstore hours are subject to change and may be extended when credit classes first begin. In addition to in-store purchases, students can purchase books via the telephone during regular business hours. The books can be charged to a credit card and then picked up at the store or shipped to the customer via UPS (additional charge for shipping). Students also may purchase books online from the bookstore website (7 days a week, 24 hours a day). Books will be shipped via UPS (additional charge for shipping).

Students taking classes at the University Town Center or Laurel College Center may order books by phone or online. The books then will be sent to the center on Monday, Wednesday or Friday with no charge for shipping.

HOLIDAYS

Courses will not be scheduled on the following dates:
Jan. 16 Martin Luther King, Jr. Day
Feb. 20 Presidents Day
March 25-31 Spring Break
May 25-27 Memorial Day

COLLEGE CLOSINGS

Students may receive direct notification of closures and other emerging information by signing up for Owl Alert. Notification can go directly to cell phones or to e-mail. This is a free service. Go to www.pgcc.edu/go/owlalert to subscribe to Owl Alert.

It is the practice of the college to hold all regular classes on all days scheduled on the college calendar. Should an emergency arise that requires the cancellation of classes and activities, the following radio stations will be asked to announce the college’s closing shortly after the decision is made: WMAL, WRC, WTOP, WGAY, WAVA, WASH, WHUR, WPGC, AND WWXM. The following TV stations will be asked to announce the closing: WRC (4), WTTG (5), WJLA (7), WUSA (9), and NewsChannel 8. Information concerning the college closing also can be obtained on the college website at www.pgcc.edu as well as by calling 301-336-6000.

In case of hazardous weather, extension center classes will be cancelled at local public school locations when the Prince George’s County Board of Education announces that the public schools will be closed. Other sites, such as Joint Base Andrews (formerly Andrews Air Force Base), the Laurel College Center, Skill Trades Center, Westphalia Training Center and the University Town Center will follow the Largo campus weather schedule. If the Largo campus closes as a result of inclement weather, classes at extension centers and sites will be cancelled.

When the college announces a delayed opening, all classes will have at least 45 minutes of class time remaining at the time of the opening will be held. For example, in the event of a 10 a.m. opening, a 9:30–10:45 a.m. class will be held. This procedure applies to all noncredit and credit classes.

CHILD CARE

The Childtime Children’s Center offers full day care, hourly care, and summer day camp child care services for the students, staff, and faculty of the college. The center is an independent facility that leases its campus location. For additional information, call the Childtime Children’s Center, 301-336-7740.

PARKING

Park in student lots only. You may receive a ticket if you park in spaces designated for faculty/staff.

NONDISCRIMINATION INFORMATION

Prince George’s Community College is committed to a policy of equal opportunity for all persons to the end that no person, on the ground of sex, age, race, color, religion, national origin, ancestry, marital status, sexual orientation, or status as a qualified individual with a disability, qualified disabled veteran or Vietnam-era veteran, shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this institution. Under this policy, this institution will not discriminate against any person on the ground of sex, race, age, color, religion, veteran’s status, disability, ancestry, marital status, sexual orientation, or national origin in its admission policies and practices or any other policies or practices of the institution relating to the treatment of students and other individuals, including employment, the provision of services, financial aid and other benefits, and including the use of any building, structure, room space, materials, equipment, facility, or any other property. One who believes oneself or any specific class of individual to be subject to prohibited discrimination may, by themselves or through a representative, file a written complaint with the Office of Civil Rights of the Department of Education or with the college president, or both. Alonia C. Sharps, Room 130, Kent Hall, 301-322-0170, coordinates the college’s program of nondiscrimination.
**GENERAL INFORMATION**

**TITLE IX**

Prince George's Community College, as a recipient of federal financial assistance, is subject to Title IX of the Education Amendment of 1972, as amended. It is college policy not to discriminate on the basis of sex in the educational programs or activities that it operates. This policy not to discriminate in educational programs and activities extends to admission to the college. Indeed, the college actively encourages the enrollment of interested students, regardless of race, sex, national origin, age, color, ancestry, religion, marital status, veteran’s status, or disability, in all of its educational programs, and fully supports student access to all programs without regard to sex stereotyping or other such limitations. Inquiries concerning the application of Title IX may be referred to the director of the Office of Civil Rights of the Department of Education or to Alonia C. Sharps, chief of staff, Room 130, Kent Hall, 301-322-0170.

**STUDENT RIGHT TO KNOW ACT**

Relative to the Student Right to Know Act of 1990, Prince George’s Community College provides information regarding the graduation/persistence rates of designated student population groups in degree and/or certificate programs. This information can be obtained from the Office of Planning and Institutional Research, Kent Hall, Room 231.

**CAMPUS SECURITY ACT**

At Prince George’s Community College every effort is made to increase students’ awareness of issues involving their safety and security. While the college is located in an attractive suburban environment, it is within the proximity of two metropolitan areas and not isolated from safety issues of society in general.

Relative to the Campus Security Act of 1990, Prince George’s Community College provides information regarding the safety and security of college community members. This information can be obtained from the Campus Police Substation located in Bladen Hall.

**FERPA**

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords you, the student, rights with respect to your education records. They are:

1. The right to inspect and review the education records within 45 days of the day Prince George’s Community College receives your request for access. You must submit to the director of admissions and records a written request that identifies the record(s) you wish to inspect.

   The director will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the Office of Admissions and Records, the director will advise you of the college official to whom the request should be addressed.

2. The right to request the amendment of education records that you believe are inaccurate or misleading. You must write the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.

   If the college decides not to amend the record as requested, the college will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you at that time.

3. The right to consent to disclosures of non-directory, personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Directory information is information which may be released to a third party without your written consent. Directory information includes, but is not limited to, name, address, telephone number, e-mail address, place of birth, dates of attendance, degrees earned, and previous colleges attended. While the college does not routinely release such information to anyone who inquires, it may legally do so if the third party demonstrates a legitimate need to know such information. You may refuse to permit such disclosure without your written consent by notifying the director of admissions and records in writing of your wish to be excluded from such a release of information.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. FERPA is administered by the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

**SERVICE MEMBER’S OPPORTUNITY COLLEGE**

Prince George’s Community College has been identified by the American Association of Community Colleges as a Servicemember’s Opportunity College (SOC) providing educational assistance to active-duty servicemembers. Call 301-322-0820 for more information.

**DRUG AND ALCOHOL PREVENTION**

The college’s Drug and Alcohol Abuse Prevention Program is part of a nationwide effort to prevent the illegal use of drugs and alcohol and to keep drugs out of schools, campuses, neighborhoods, and the workplace.

The program prohibits the illicit possession, use, or distribution of drugs and alcohol by employees and students on college property, or as a part of any college activity. In the event of any violation, the college will impose appropriate disciplinary sanctions on students, under the Code of Conduct, and on employees, under the Personnel Action Procedures, up to and including expulsion or dismissal, and referral to the appropriate criminal authorities for prosecution, and may require the completion of an appropriate rehabilitation program.

The college’s Office of Drug and Alcohol Abuse Prevention coordinates and facilitates the program activities. The ODAAAP identifies and advises employees and students about available drug or alcohol counseling, treatment or rehabilitation, or re-entry programs that are available to them, informs employees and students about the health risks associated with
the uses of illicit drugs and the abuse of alcohol, and informs employees and students about the legal and disciplinary sanctions that may be imposed on those who violate the standards of conduct established by the program. For more information, call 301-322-0845.

ALUMNI ASSOCIATION

The Prince George's Community College Alumni Association is open to all persons who have attended Prince George's Community College and attained 12 credit hours or completed four noncredit courses. Members of the Alumni Association receive identification cards that admit them to on-campus movies, the library, Novak Field House and discount use of the Natatorium. Alumni Association members who have received a degree from Prince George's Community College are welcome to use Job Services. Call 301-322-0858 for more information, that admit them to on-campus movies, the library, Novak Field House and discount use of the Natatorium. Alumni Association members who have received a degree from Prince George's Community College are welcome to use Job Services. Membership in the association is open to all persons who have attended Prince George's Community College and attained 12 credit hours or completed four noncredit courses. Call 301-322-0858 for more information.

DISABLED STUDENTS

If you require special services (e.g., interpreters, recorded materials), you must register and pay for your course one month or more before the start of your class. Call 301-322-0838, (TTY/TDD) 301-322-0122 for more information. Disability documentation required.

ACCESSIBLE TRANSPORTATION

Accessible transportation will be provided to accommodate handicapped persons on all school-sponsored trips. Requests for accommodation must be made a minimum of 15 days prior to any trip.

DISCLAIMER

The provisions of this publication are not to be regarded as a contract between the student and Prince George's Community College. The college reserves the right to change any provision or requirement when such action will serve the interests of the college and its students. The college further reserves the right to ask a student to withdraw when it considers such action to be in the best interest of the college.
Academic Advising  301-322-0150
Bladen Hall, Room 124
Academic advising, Placement Test interpretation
You must be present 1 hour before closing for full service.

Regular Hours
Mon.-Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.

Admissions  301-336-6000
Bladen Hall, Room 126
Credit student applications.
You must be in the office 15 minutes before closing to process your application.

Regular Hours
Mon.-Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.

Bookstore  301-322-0912
Largo Student Center
Cash, check, company voucher, Visa, MasterCard, American Express and Discover are accepted.
Check the bookstore's website (pgccbookstore.com) for textbook information.

Regular Hours
Mon.–Wed.: 8:30 a.m.–7 p.m.
Thurs.: 8:30 a.m.–5 p.m.
Fri.: 8:30 a.m.–4 p.m.
Sat.: 10 a.m.–4 p.m.

Career/Job Services  301-322-0109
Marlboro Hall, Room 2102
Career advising and job placement

Regular Hours
Mon.–Thur.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.

Cashier  301-322-0691
Bladen Hall, Room 120
Bill payment: cash, check, company voucher, Visa, MasterCard and Discover

Regular Hours
Mon.–Thurs.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.

Library/Media Center  301-322-0105
Accokeek Hall
Regular Hours
Mon.–Thur.: 7:30 a.m.–8 p.m.
Fri.: 7:30 a.m.–3 p.m.
Sat.: 10:30 a.m.–2:30 p.m.

Lost and Found  301-322-0853
Largo Student Center, Room 149
Regular Hours
Mon.–Thur.: 8:30 a.m.–8 p.m.
Fri.: 8:30 a.m.–5 p.m.

Policing 301-322-0666
Regular Hours
Open 24 hours: 7 days a week.

Records/Registration  301-336-6000
Bladen Hall, Room 126
Transcripts, graduation certification, evaluation of transfer credit in-person registration for both credit and Workforce Development and Continuing Education courses. You must be present 15 minutes before closing for full service.

Continuing Education  301-322-0159
Kent Hall, Room 227
Regular Hours
Mon.–Fri.: 9 a.m.–5 p.m.

Student Accounting  301-322-0691
Bladen Hall, Room 120
Regular Hours
Mon.–Fri.: 8:30 a.m.–4 p.m.

Testing Center  301-322-0147
Bladen Hall, Room 100
You must be in the Testing Center 2 hours before closing to complete the placement tests.

Regular Hours
Mon.–Thur.: 8:30 a.m.–7 p.m.
Fri.: 8:30 a.m.–4 p.m.

Veteran Services  301-583-5282
Bladen Hall, Room 126
Certification of educational benefits

Regular Hours
Mon.–Thur.: 9 a.m.–7 p.m.
Fri.: 9 a.m.–5 p.m.

Web Registration  www.pgcc.edu
Available weekends and holidays.

Regular Hours
Mon.–Sun.: 7 a.m.–midnight

Other Numbers not listed  301-336-6000

College Web Address  www.pgcc.edu
Online
View catalog, class schedules, and course availability.
Other (Designates An Online Course)

Blackboard... See eLearning@PGCC on p. 78-80
ED2GO... See eLearning@PGCC on p. 78-80
ProTrain... See eLearning@PGCC on p. 78-80
HYLAG Largo... See eLearning@PGCC on p. 81
HYLCC Laurel... See eLearning@PGCC on p. 81

NOTE: An abbreviation may be followed by a room number in some cases. See page 3 for locations on Largo Campus and page 82 for off campus locations.

ACCOUNTING & BOOKKEEPING

ACCOUNTING

OFC-350 Accounting Fundamentals 2.4 CEUs
Demand for accounting professionals currently exceeds supply. If you’re interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. The basics of double-entry bookkeeping, analyzing and recording financial transactions and preparing various financial reports at the end of the fiscal period will be covered. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. We’ll cover all the basics -- from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. 12 sessions, $125* (includes a $60 lab fee)
59990 WF 1/16-3/8 online E2GO
60471 WF 2/20-4/12 online E2GO
60472 WF 3/20-5/10 online E2GO
60473 WF 4/17-6/7 online E2GO

OFC-341 Accounting for Managers: Part 1 1.5 CEUs
An overview for the manager/supervisor or administrative assistant responsible for making decisions using financial reports as part of the process. This course will provide an understanding of what accounting information is, why it is important, and how economic decision makers can use it. Topics will include income statement, owner’s equity, economic measurement and reality, depreciation, inventory, and cost of goods sold. Meets concurrently with credit course ACC-1030. Prerequisite: OFC-341. Text required. 5 sessions, $140*
60701 T 2/26-4/2 6-8:50 p.m. BH-216

OFC-342 Accounting for Managers: Part 2 1.5 CEUs
The second in a series of three for the manager/supervisor or administrative assistant who is responsible for making decisions using financial reports as part of the process. The student will be introduced to the main financial statements, the assumptions made in the preparation of the statements and how they affect the values disclosed. Meets concurrently with credit course ACC-1030. Prerequisite: OFC-341. Text required. 5 sessions, $140*
60707 T 3/3-4/20 6-8:50 p.m. Largo

OFC-343 Accounting for Managers: Part 3 1.5 CEUs
The last in the series for the manager/supervisor, administrative assistant who is responsible for making decisions using financial reports as part of the process. Topics that will be discussed include the cash flow statement, general accepted accounting principles, what audits do for the user of a financial statement, and how financial statement analysis reveals useful accounting information for the user. Meets concurrently with credit course ACC-1030. Prerequisite: OFC-342. Text required. 5 sessions, $140*
60701 T 4/1-5/13 6-8:50 p.m. Largo

BOOKKEEPING

OFC-361 Bookkeeping: Part 1 1.8 CEUs
This course covers the fundamentals of bookkeeping, including record keeping procedures, debits, credits, journal entries, ledger accounts, posting, accounts receivable, and accounts payable. Previous accounting experience not required. Text required at first class. Students should read Chapter 1 before first class. 6 sessions, $160*
60706 T 2/5-3/31 7-9:30 p.m. Largo

OFC-363 Bookkeeping: Part 2 1.8 CEUs
This course is the continuation of OFC-361: Bookkeeping 1. Prerequisite: OFC-361. 6 sessions, $160*
60707 T 3/3-4/20 7-9:30 p.m. Largo

PAYROLL

OFC-328 Payroll Accounting 1.5 CEUs
This course covers payroll preparation, payroll rules, record keeping, and payroll tax reporting. Meets concurrently with credit course ACC-1050. 6 sessions, $160*
60869 F 1/25-3/1 6-8:30 p.m. BH-213

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
QUICKBOOKS

OFC-326 Introduction to Quickbooks: Part 1
1.5 CEUs
Students will be shown how to establish a chart of accounts, vendor, customer, inventory, and payroll records and how to enter typical transactions for service and merchandising businesses, as well as how to prepare standard financial statements using QuickBooks software. Students must take this course to proceed to OFC-344 or Quickbooks: Part 2. Prerequisite: OFC-361 or OFC-341 or accounting experience. Meets concurrently with credit course ACC-1070. Text required. 5 sessions, $140*

OFC-344 Quickbooks: Part 2
1.5 CEUs
Student will establish a chart of accounts, vendor, customer and inventory records, entering typical transactions and preparing standard financial reports for merchandising firms using QuickBooks. Accounting background helpful but not required. Students must take Quickbooks: Part 2 to register for Quickbooks: Part 3. Prerequisite: OFC-326. Meets concurrently with credit course ACC-1090. Text required. 5 sessions, $140*

OFC-345 Quickbooks: Part 3
1.5 CEUs
Student will begin budgeting, job costing, and nonprofit accounting using QuickBooks software. Accounting background helpful but not required to apply the QuickBooks application. Students must take Quickbooks: Part 1 and Part 2 to register for this class. Prerequisite: OFC-344. Meets concurrently with credit course ACC-1100. Text required. 5 sessions, $140*

DPR-742 Introduction to Quickbooks 2010
2.4 CEUs
Learn how QuickBooks makes it easy to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates and generate reports. 12 sessions, $125* (includes a $60 lab fee)

DPR-744 Introduction to Quickbooks 2012
2.4 CEUs
Use the power of Quickbooks 2012 software to take control of your business accounting! In these lessons, you will learn how to set up a chart of accounts, pay bills, invoice customers, create receipts, and reconcile your checking account. In addition, you will discover how to track your accounts payable and receivable, manage your assets, control inventory, and generate estimates and reports. Quickbooks is designed for small to midsized businesses that want to incorporate powerful, effective software with a traditional approach to accounting. Whether you are new to Quickbooks or have already used earlier versions of this accounting software program, this course will equip you to quickly and efficiently gain control over the financial aspects of your business. 12 sessions, $125* (includes a $60 lab fee)

AGR-301 Urban Agriculture: the New Frontier in the Green Economy
2.0 CEUs
This course helps develop a comprehensive understanding of urban agriculture, including the impacts, constraints, opportunities, stakeholders, historical contexts and development trends affecting growing and distributing food in urban settings. Sustainable energy applications on urban farms will also be explored in this introductory section. 1 session, $25 (includes a $5 lab fee)

AGR-302 Intensive Introduction to Urban Commercial Agriculture
2.2 CEUs
In this very hands-on course you will be taught sustainable strategies for planning and designing an intensive food production system, based on your needs, goals, and resources, and suited to your own individual urban space. Starting with the basic principles of sustainable farming, the course will touch on soil fertility, nutrient and water management, crop plant families and crop rotation, and maximizing the use of urban resources and infrastructure. The course will also explore community composting, including a walk-through of the composting process. We will explore “recipes” for effective composting and compare different approaches to composting, particularly bins versus windrows. The course will cover incorporating worms into your compost system for a value-added product (worm castings). In addition, this course will provide practical experience for anyone interested in constructing hoophouses as a means to extend the growing season, grow year-round, or get a head start with seedlings. It will cover specific construction techniques, such as bending metal hoops, as well as techniques related to the use of the hoophouse, such as cover materials, ventilation and irrigation. This course will also examine existing ordinances related to the raising of small farm animals, focusing on chickens, bees, fish and worms, within urban/suburban neighborhoods and the important differences between keeping small livestock and pets. In this course you will also learn what you need to know to select, harvest, process, prepare and present your produce for sale. Strategies for selling to restaurants, retailers and food co-ops, as well as direct-market strategies such as farmers markets, pick-your-own and community supported agriculture will be discussed. 3 sessions, $550 (includes a $420 lab fee)
### APPLE CLASSES

#### APPLE CERTIFICATION EXAM

**APP-400 Apple End User Cert Exam**
By passing this exam, the student earns Apple Certified Pro status, which distinguishes him/her as a skilled user of Apple Pro Apps software. **1 session, $158 (includes a $75 lab fee)**

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#### FINAL CUT PRO

**APP-315 FCP 102 Intro to Final Cut Pro**
This hands-on course teaches students to perform basic editing functions while becoming familiar with the Final Cut Pro 7 user interface. It is based on the course FCP-101, An Introduction to Final Cut Pro, offered as a single class. This course is divided into ten three hour seminars which allows working professionals to take the course outside of normal business hours. In this course, topics begin with basic video editing techniques and work through Final Cut Pro’s powerful advanced features – mark and edit clips, mix sound, add titles, create transitions, apply filters, and more. Topics will include: basic setup; customizing preferences; capturing video and audio; various editing and trimming techniques; ripple, roll, slip, and slide tools; audio editing and audio creation; finishing and final output. This class is designed for those looking to edit professional-quality video with Final Cut Pro and who prefer hands-on and interactive instruction to best explore its functionality. This course is an Apple Approved Training course. Prerequisites: Knowledge of Mac OS X and basic computer navigation and basic knowledge of editing terminology. **10 sessions, $570 (includes a $150 lab fee)**

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#### ILIFE

**APP-431 iPad and the iLife**
The iPad and iLife course has focused lessons that take you step-by-step through all aspects of iLife from organizing and editing your photo library to creating polished movies and soundtracks. Along the way, you’ll produce movie trailers, photo books, soundtracks and music. Learn to publish and share your projects. Text required: Apple Training Series: iLife (iLife’09 Edition), By Michael E. Cohen, Michael Wohl, Richard Harrington, Mary Plummer, published March 26, 2009 by Peachpit Press. **4 sessions, $125 (includes $60 lab fee)**

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**APP-301 Quick Guide: Using the Mac: Part 1**
Meet the Macintosh! Explore its operating system, desktop, spotlight, the Apple Menu, applications and time machine features. Learn how to send gorgeous e-mails with color, photos and more. Text required: Total Lion Superguide order online at www.macworld.com/superguide/lion.html. **2 sessions, $50 (includes a $20 lab fee)**

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**APP-302 Quick Guide: Using the Mac: Part 2**
This class begins with a quick review of e-mail, iCal and iChat; including its use with videos, movies and stills. Then, create your own widget for Dashboard display, view Portable Document Format (PDF) files in the Safari browser; see how to use the Digital Video Disc (DVD) player and iTunes; and find out how to install Boot Camp. Text required: Total Lion Superguide order at www.macworld.com/superguide/lion.html. Recommended completion of APP-300 or experience with topics from that class. **2 sessions, $50 (includes a $20 lab fee)**

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**AQUATICS**

Please contact the Robert I. Bickford Natatorium for Learn to Swim information. www.pgcc.edu/go/swim 301-322-0979). Flyers will also be available at the Natatorium.

**LIFEGUARD & POOL MANAGEMENT**

#### OCC-325 Swimming Pool Management
This course covers the safety regulations, administrative practices, operation procedures, and chemical knowledge required to meet the standards set by the Prince George’s County Division of Environmental Health. Topics include water chemistry, filtration, chlorination, record keeping, regulations, and legal responsibilities. Students successfully completing the course receive a letter of certification, which satisfies the training course requirements to receive a pool operator’s license. To successfully complete the course, a student must attend all sessions and receive a passing grade of at least 75 percent on the course examination. Textbook should be brought to first class. Text required: Pool and Spa Operators’ Handbook, by L. Kowalsky. **5 sessions, $140**

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#### OCC-337 Swimming Pool Management Recertification
This course is designed to meet the recommended requirements for license renewal of pool operators. Topics include the most recent changes in regulations as well as a review of pool operations. **2 sessions, $65**

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#### SWM-334 Lifeguard Training
Learn the skills required of lifeguards at pools; earn American Red Cross Lifeguard/First Aid Certification and CPR/AED for the Professional Rescuer Certification. You must be 15 years or older. On the first night of class you must be able to: 1.) Swim 300 yards continuously using front crawl and breaststroke both with correct stroke technique. 2.) Swim 20 yards, surface dive to 10 ft., retrieve a 10 pound object, return to the surface, swim 20 yards back to the starting point, exit the water without using the ladder or steps, within 1 minute, 40 seconds. Full participation in all classes is required for Certification. **13 sessions, $150**

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BOATING

BASIC BOATING & MAINTENANCE

OCC-308 Maryland Boating Basics
This course meets the state requirements for a Certificate of Boating Safety Education. Those born on after July 1, 1972, must have this certificate to operate a pleasure boat in Maryland. Learn types of vessels, marine weather, emergency actions, personal watercraft, navigational aids, and maneuvering. All materials included. Requirement: Participants under age 16 must attend with a registered adult. Instructor: Thom Hunter. 3 sessions, $35*

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OCC-326 Maryland Boating Basics (under age 16)
This course is approved by the Department of Natural Resources to meet the requirements of Maryland's Boating Safety Education Act. Any person born on or after July 1, 1972 who operates a registered or documented pleasure vessel on Maryland waters must be in possession of a Certificate of Boating Safety Education. In addition to full attendance, an exam must be completed satisfactorily. Those under 16 years of age must be accompanied by a parent. Only registered students are eligible for a certificate. Instructor: Thom Hunter. 3 sessions, $35

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OCC-330 Boat Maintenance
This 12-hour course covers basic maintenance and the procedures related to the maintenance of watercraft. Students who successfully fulfill course requirements are eligible for an American Red Cross WSI Certification. All materials included in the course price. 6 sessions, $275 (includes a $75 lab fee. All materials included in the course price.

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OCC-335 Navigation for Recreational Boaters
This 12-hour course is approved by the United States Coast Guard for American Red Cross WSI Certification. A letter of recognition in Event Planning Management is awarded upon Completion of 36 hours total in this area. Call 301-322-0797 for more information.

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BUSINESS & MANAGEMENT SKILLS

EVENT PLANNING

EVENT PLANNING MANAGEMENT CONTINUING EDUCATION CERTIFICATE
A letter of recognition in Event Planning Management is awarded upon Completion of 36 hours total in this area. Call 301-322-0797 for more information.

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BUS-416 The Wedding Coordinator
Are you organized, creative, and love to work with people? Then you may consider the field of wedding planning. This course will include: The Role of the Wedding planner; The Skill level of the planner Setting Fees and Contracts; Tools for Success; Marketing to the Bride and Groom. Instructor: Shelby Tuck-Horton, MD/DC State Planner. Association of Bridal Consultants, The Best of "The Knot" for 2007 and 2008, Washington's Bride and Groom Best Wedding Vendor 2009. 1 session, $55*

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BUS-422 Conference Planning Management
Perfect your skills in time management, delegation, and client relations. Hot topics include goal setting, site selection, scheduling, planning creative functions, and managing meeting logistics. Instructor: Beverly Litsinger. 1 session, $55*

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BUS-444 Wedding Coordinator: Part 2
As a wedding planner, it is your job to minimize stress and maximize every opportunity possible for the bride and groom to have the wedding of their dreams. So in this class, the focus will be on working with the bride, groom, and vendors. Learn how to establish a realistic wedding budget. Select Vendors and Service Providers: Develop Working Relationships with Vendors; and Design a Wedding. Instructor: Shelby Tuck-Horton, MD/DC State Planner, Association of Bridal Consultants, The Best of "The Knot" for 2007 and 2008, Washington’s Bride Best Wedding Vendor 2009. 1 session, $55*

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BUS-460 The Site Selection Process
Learn the basics of the site selection process. This course will review the legal issues in selecting your site, how to determine the physical requirements for the site, what to consider when selecting meeting rooms, the choices in configurations, how facilities charge for meeting rooms and the formula for determining what size room is needed. The right size room can save you money and make your attendees more comfortable. Instructor: Beverly Litsinger. 1 session, $30

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**BUS-347 Working with Hotels**
Anyone interested in planning an event at a hotel will benefit by understanding hotels, profit centers, contract negotiations, legal issues and license requirements. Topics will include: writing a request for proposal (RFP), developing a meeting resume and preparing addendums that will protect the organization. Instructor: Beverly Litsinger. 1 session, $30

**BUS-410 Starting Your Meeting Planning Company**
0.6 CEU
Have you ever thought of starting your own meeting management company and didn’t know where to begin? This program will provide you with the information you need to establish your own business. You will receive information on developing and reaching target markets such as associations, corporations, individuals, the government, weddings and parties. Instructor: Beverly Litsinger. 1 session, $55*

**BUS-371 Marketing Your Meetings and Exhibits**
Learn what to include in your marketing plan and how to understand the purpose of your meetings and events. This course will show you how to analyze your target market, determine the factors that will affect your budget, how to identify and understand your competition and how to monitor the results of your marketing plan. Instructor: Beverly Litsinger. 1 session, $30

**BUS-471 Audiovisual Concepts for Meeting Planners**
This seminar discusses audiovisual technology and its role in meetings and planning. Topics will include: visual, sound, lighting options; the use of industry terminology; pricing; and value added audiovisual services. Instructor: Christopher Z. Richardson. 1 session, $30

**BUS-366 The Building Blocks of Retreat Planning**
0.5 CEU
This fun, fast-paced course presents the building blocks of retreat planning. This session will focus on executive, church, marriage, and retreats for both women and men. Topics will include: site selection, on-site and financial management, logistics, publicity, and more. Instructor: Lillian Wright. 1 session, $50*

**BUS-467 Creating a RFP (Request for Proposal)**
0.6 CEU
Request for Proposal (referred to as RFP) is a invitation for suppliers, to bid on a specific product or service. The RFP should involve more than the price. The RFP will request basic company information and the company’s history. RFPs often include the project or service for which a proposal is requested. The more detailed the specifications, the better the chances that the proposal provided will be accurate. Instructor: Beverly Litsinger. 1 session, $55*

**BUS-301 Ethics and the Professional Meeting Planner**
Should I? Should I not? What should I do? Meeting Planners regularly face decisions that include making ethical judgments. This session will present tips for planners in bringing appropriate attention to sound ethical practices and conduct. Through a series of industry scenarios, participants will explore behaviors that are prohibited as well as those that are expected. Instructor: Lillian Wright. 1 session, $30

**BUS-307 Developing Sponsorship Opportunities**
Find out how to get sponsorships for your special events, develop associate memberships and make the most of non-dues revenue sources on a year long basis. Instructor: Beverly Litsinger C.M.P. 1 session, $30

**BUS-466 Crash Course in Event Planning**
Acquire the basics of event planning in this course. Discover how to organize, plan and execute an event in style. The student should be ready to discuss an event on which they are currently working, such as a baby shower, birthday, conference, retreat etc. Lets work together to make your event a success! Instructor: Lisa Byrd. 2 sessions, $50*

**BUS-532 When to Use Museums, Historic Sites/Buildings and Private Venues**
Ever thought about using a museum or a historic site as an alternative for a meeting or banquet? Whether you are coordinating for a small elegant dinner for two or hosting a conference for hundreds, here is how to determine if a museum or historic site is suitable for you, your clients and attendees. Instructor: Renee Maxwell. 1 session, $30

**BUS-525 Table Etiquette for the Event Planner**
A comparative look at ways of implementing traditional tabletop rules in our modern society. This course will cover the basics of table etiquette from linens to china, silver, crystal and table decor. This course will also give you a few etiquette points that may come in handy while at your next dinner event. Instructor: Jennifer Saul. 1 session, $30

**BUS-417 Fashion Show Production**
0.6 CEU
Do you have dreams of seeing your designs on the fashion runways? Want to get a backstage pass to a NY Fashion Week show? Ever wondered how to produce your own fashion show? This course will teach you planning and organizing a mini trunk show or fashion show; how to select the venue; cast the models; and behind the scenes - hair, makeup, clothing, assistants, etc. You will know what goes on at NY Fashion Week - watch live coverage of one the Fall or Spring shows. Fashion stylist and former backstage stylist, Carmelita Marcia will teach you this and more. Students will complete a “mini fashion show”. 2 sessions, $55*

**FIN-362 What You Don’t Know Is Costing You $**
Do you know who has your personal information such as credit card numbers and how they got it? What an imposter scam is? How to protect yourself when shopping online? Selecting the best business for your home improvement or auto repairs can save hundreds of $$. Find out where to turn to in Howard County for free, credible consumer advice and assistance with consumer complaints? 1 session, $20 (includes a $20 lab fee)
**GENERAL BUSINESS SKILLS**

**OFC-346 Administrative Assistant Fundamentals**
Rapid growth in the health, legal services, data processing, management, public relations, and other industries has created many new job opportunities for administrative assistants. Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You’ll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity workplace. **12 sessions, $125* (includes a $60 lab fee)**

**BUS-505 Government Contracting: Fundamentals**
This course provides an introduction to the federal acquisition process and a step-by-step analysis of procedures used during the federal acquisition process. Sample documents will be provided. Instructor: James Brandon. **1 session, $30**

**BUS-534 Writing Proposals for Government Contracts**
This course will provide detailed descriptions of the procurement programs established by federal, state, and county governments to assist small, disadvantaged, and women-owned businesses. Instructor: Dennis Smith. **2 sessions, $50* **

**BUS-546 Government Contracting: Marketing Business to Government**
This course will provide detailed descriptions of the procurement programs established by federal, state, and county governments to assist small, disadvantaged, and women-owned businesses. Instructor: Dennis Smith. **2 sessions, $50**

**BUS-304 Sub-Contracting with the Government**
A must for potential subcontractors, topics in this course will include: Identifying prime contractors, how best to market early in the acquisition process, and the contractual relationships between the contractor, subcontractor, and the government. Sample documents will be provided. Instructor: James Brandon. **1 session, $30**

**BUS-327 Contract Negotiation Techniques**
Become familiar with the process used by the government to determine contract awards and how small businesses can best position themselves to gain a competitive edge. Sample documents will be provided. Instructor: James Brandon. **1 session, $30**

**BUS-330 The Proposal Evaluation and Selection Process**
Gain an in-depth understanding of the federal evaluation process, including the initial proposal review, assignment of proposals to evaluation teams, what evaluators look for, and how the contracting officer uses the evaluation results to select potential contractors. Sample documents will be provided. Instructor: James Brandon. **1 session, $30**

**BUS-346 Contracting for Proposal (RFP) is a method for purchasing goods and services from the private sector and how to submit a successful proposal. Instructor: Dennis Smith. 2 sessions, $50* **

**BUS-325 Sub-Contracting**
This course will focus on the process used by the government to determine contract awards and how small businesses can best position themselves to gain a competitive edge. Sample documents will be provided. Instructor: James Brandon. **1 session, $30**

**BUS-346 Contracting**
This course will focus on the process used by the government to determine contract awards and how small businesses can best position themselves to gain a competitive edge. Sample documents will be provided. Instructor: James Brandon. **1 session, $30**

**GOVERNMENT SERVICE**

**BUS-354 Contract Opportunities in the State and County**
This course is designed to connect businesses with actual contract opportunities in the State of Maryland and surrounding local jurisdictions and the opportunity to contact contracting officers specializing in procurement. Instructor: Mike Turner. **1 session, $30**

**60050 S 4/6-4/6 9 a.m.-p.m. Largo**

**BUS-546 Government Contracting: Marketing Business to Government**
This course will provide detailed descriptions of the procurement programs established by federal, state, and county governments to assist small, disadvantaged, and women-owned businesses. Instructor: Dennis Smith. **2 sessions, $50**

**60091 W 5/1-5/1 6:30-9:30 p.m. Largo**

**BUS-534 Writing Proposals for Government Contracts**
This course will provide detailed descriptions of the procurement programs established by federal, state, and county governments to assist small, disadvantaged, and women-owned businesses. Instructor: Dennis Smith. **2 sessions, $50**

**60034 S 4/8-4/8 6:30-9:30 p.m. Largo**

**BUS-304 Sub-Contracting with the Government**
A must for potential subcontractors, topics in this course will include: Identifying prime contractors, how best to market early in the acquisition process, and the contractual relationships between the contractor, subcontractor, and the government. Sample documents will be provided. Instructor: James Brandon. **1 session, $30**

**MGT-463 Developing Supervisory Skills**
This 1.2 CEUs course provides an introduction to the major duties and responsibilities of a supervisor and the three key roles: manager, leader, and administrator. You will be shown how to plan, organize, and control work; build a working relationship with your boss; and effectively supervise your staff. Text required: Supervisor’s Survival Kit, 11th Edition (Prentice Hall). **4 sessions, $135* **

**MGT-464 Leadership Dynamics**
In this course, you will examine the functions of a leader; leadership styles; and the importance of human relations skills in influencing, directing, and motivating employees. Learn how to delegate tasks, take risks, and make decisions will be included. Text required: Leadership: Essential Steps Every Manager Needs To Know, 3rd Edition (Prentice Hall). **4 sessions, $135* **

**MANAGEMENT & SUPERVISING SKILLS**

**CONTINUING EDUCATION CERTIFICATE, MANAGEMENT & SUPERVISION**
This 60 hour program focuses on building leadership skills in a broad range of duties in virtually every economic sector. Taught by practicing professionals and training consultants who understand both public- and private-sector business practices. **1.2 CEUs**
MGT-465 Managing Human Resources
1.2 CEUs
In today's complex work environment, knowledge of human resource management is a critical skill for supervisors. This course helps you increase your understanding of personnel management and human resource functions. Topics of discussion include staffing, interviewing, training, motivation, performance appraisal, and employee services. 4 sessions, $135*

60714  W  4/24-5/15  6:30-9:30 p.m. Largo

MGT-412 Planning and Conducting Effective Meetings
0.6 CEU
This course provides key steps for planning and conducting an effective meeting. You will be taught how to conduct short, productive meetings as vehicles for sharing information, resolving issues, and improving employee productivity and morale. Learn to plan and schedule meetings; develop agendas; prepare materials and discussions in advance; coordinate with guests and meeting participants; and manage the time and cost of meetings. Text: The Manager's Pocket Guide to Effective Meeting (HRD Press). 1 session, $80*

60715  S  3/9-3/9  9 a.m.-4 p.m. Largo

MGT-585 Introduction to Business
4.5 CEUs
Basic characteristics of the business enterprise, its organizational and role in a free society. Learn key components of the requirements to open, operate, and maintain a profitable business. Meets concurrently with credit course BUS-1010. Prerequisite: Reading Proficiency. 15 sessions, $420*

60716  W  1/23-5/8  7-9:50 p.m. UTC

OFC-322 Fundamentals of Supervision and Management: Part 1
2.4 CEUs
If you have recently been promoted to a supervisory or management position or want to know how to become a more effective manager, this course will help you master the basics of business by learning the language of management. You will be introduced to the skills to make a successful transition from employee to manager and you'll discover how to manage your time so that you can deal with the constant demands of a managerial job. How to delegate responsibility, how to motivate employees, and how to influence and direct other people’s performance will also be covered. 12 sessions, $125* (includes a $60 lab fee)

59979  WF  1/16-3/8  online  $260
60455  WF  2/20-4/12  online  $260
60456  WF  3/20-5/10  online  $260
60457  WF  4/17-6/7  online  $260

MGT-623 Project Management Professional Certification: Prep 1
2.4 CEUs
Learn how to prepare for the Project Management Institute's prestigious (PMP) certification exam. Master the first six chapters of A Guide to the Project Management Body of Knowledge (PMBOK Guide), 4th edition—the essential resource for the PMP certification exam. Find out about the nine Project Management Knowledge Areas, five Process Groups, and 42 project management processes. Raise your project management IQ by discovering tips and techniques related to the questions you'll encounter on the PMP exam. Use proven learning strategies to help absorb key terminology, concepts, and formulas. 12 sessions, $165* (includes a $80 lab fee)

60006  WF  1/16-3/8  online  $260
60028  WF  2/20-4/12  online  $260
60029  WF  3/20-5/10  online  $260
60030  WF  4/17-6/7  online  $260

NON-PROFIT MANAGEMENT

MGT-649 Introduction to Nonprofit Management
2.4 CEUs
Develop the skills and strategies you need to become an integral part of one of America’s fastest growing service sectors. In this course, a seasoned veteran in the nonprofit management field will show you how to transform your good intentions into a professional plan of action. You will understand the unique characteristics of nonprofit organizations while mastering the core knowledge necessary to become an effective leader in the nonprofit arena. 12 sessions, $125* (includes a $60 lab fee)

60411  WF  2/20-4/12  online  $260

BUS-401 Non-Profit Business Basics
0.6 CEU
While for-profit organizations exist to earn and distribute taxable business earnings to shareholders, the nonprofit exists solely to provide programs and services that are of public benefit. Could that be you, you’re not sure what’s involved? Come to this session to discuss start-up requirements and options, funding considerations, management strategies, and sources of information and assistance. Instructor: Kim Rhim. 2 sessions, $55*

61482  W  2/20-2/27  6:30-9:30 p.m. Largo

VOL-335 Introduction to Nonprofit Organizations and Fundraising
0.6 CEU
Writing, editing and designing specialized publications for nonprofit organizations and industry sponsorship. Course includes: grant writing, proposal generation, funding and budgeting the legal way and communicating with their donors and the private sector. The course will also touch on how to plan nonprofit and fundraising events. Instructor: Ivy Pendleton. 1 session, $55*

60686  S  3/2-3/2  9 a.m.-4 p.m. Largo

VOL-313 Writing Grant Proposals
0.6 CEU
Develop and package convincing and hard-hitting grant proposals that will sell your organization’s capabilities and meet the needs of the funding organization. Instructor: Ivy Pendleton. 1 session, $55*

60406  F  4/19-4/19  9 a.m.-4 p.m. LCC

BUS-464 How to Create a Women’s Organization
0.6 CEU
Learn how to you design a women’s organization in your local area. Topics will include: How to get started, how to draw a crowd, how to get established in the local community, how to will create a simple marketing strategy using free radio ads, how to set benchmarks for success, and how to find no-fee speakers. Instructor: Alegra Hassan. 2 sessions, $55*

60916  MW  4/8-4/10  6:30-9:30 p.m. LCC

VOL-332 A to Z Grant Writing
2.4 CEUs
A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! Learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. Learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant-writing campaign, and how to put together a complete proposal package. This course speaks mainly to nonprofit organizations, schools, religious institutions, and municipalities seeking grants from foundation, corporate, government, and individual donors. It’s an excellent primer for individuals wishing to become grant-writing consultants or community grant-writing volunteers. Many of this course’s elements also easily translate to the for-profit field and to individual artists, and material specifically designed for businesses and individuals is included. No matter who you are or what level of experience you have, you’ll find the A to Z of writing and submitting successful proposals here! 12 sessions, $125* (includes a $60 lab fee)

60410  WF  2/20-4/12  online  $260

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgccc.edu.
### WORKFORCE DEVELOPMENT

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Dates/Time</th>
<th>Location</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN-339 Applied Notary Practices and Procedures</td>
<td>0.5 CEU</td>
<td>A continuation of GEN-307: Notary Public Procedures, this course reviews the practices and procedures for performing various notarial duties and how to command higher pay by becoming a licensed title insurance provider in Maryland. Instructor: Elaine Wright and Frederick Harris.</td>
<td>1 session, $50*</td>
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<tr>
<td>61403</td>
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<td>61404</td>
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<tr>
<td>GEN-363 Advanced Notarial Services</td>
<td>0.5 CEU</td>
<td>Use the process and techniques of handling advanced notarial procedures with confidence. Respond properly and accurately to any notarial request presented for notarization including but not limited to, the three most common notarizations, Apostilles, Protests, Medallion Signature requests and responding to challenging signers. Instructor: Elaine Wright.</td>
<td>1 session, $50*</td>
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<tr>
<td>GEN-345 Marketing Your Notarial Services</td>
<td>0.5 CEU</td>
<td>Explore different marketing techniques to promote your notarial business. With the variety of notarial opportunities available, all notaries, notary signing agents, and licensed Maryland title insurance producers can increase their businesses by using variable techniques to capture their markets. Instructor: Elaine Wright.</td>
<td>1 session, $50*</td>
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<td>GEN-364 Acknowledgment Jurat (Oath &amp; Affirmation), and Official Witness Expert</td>
<td>0.5 CEU</td>
<td>Develop skills to become an acknowledgment jurat (Oath &amp; Affirmation) and official witness expert in performing notarizations. Improve your notarial knowledge by understanding the purpose and meaning of notarial certificate wording. Notaries learn to confidently protect their nation by employing knowledge and skills that deter fraud. Instructor: Elaine Wright.</td>
<td>1 session, $50*</td>
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<tr>
<td>61399</td>
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<td>4/16-4/26 online</td>
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### NOTARY PUBLIC

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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Dates/Time</th>
<th>Location</th>
<th>Notes</th>
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<tbody>
<tr>
<td>GEN-367 Refresher Course for Notaries Public</td>
<td></td>
<td>This course is designed to refresh notarial skills for seasoned, as well as novice Notaries Public, who perform a few or many notarizations per month. Topics covered to improve notary consistency and accuracy are: responding to improper requests, documenting in your journal versus fraud, charging proper fees, executing the three most common notarizations, and understanding the Apostille process for documents going out of the country. Instructor: Elaine Wright.</td>
<td>1 session, $30</td>
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<td>61592</td>
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<tr>
<td>GEN-368 Handling Challenging Situations and Serving Challenging Signers</td>
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<td>This course will educate the Notary Public on the best practices and procedures for working with the blind, notarizing for mental patients, handling signatures by a mark, identifying juvenile signers, and much more.</td>
<td>1 session, $30</td>
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<tr>
<td>61593</td>
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<td>GEN-307 Notary Public Procedures</td>
<td>0.5 CEU</td>
<td>For both prospective and present notaries, this course will demonstrate how fraud can be prevented when documents are notarized properly and legally. Topics will include: how to properly identify clients, keep adequate records of notarial acts, and charge proper fees. Instructor: Elaine Wright and Frederick Harris.</td>
<td>1 session, $50*</td>
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<td>61406</td>
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<td>4/13-4/13</td>
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### SMALL BUSINESS

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<tr>
<th>Course Code</th>
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<th>Location</th>
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<tbody>
<tr>
<td>BUS-427 Accounting and Recordkeeping for Small Business</td>
<td>(0.6 CEU)</td>
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<tr>
<td>BUS-414 Legal Issues that Face Business Owners: Your Business and the Law</td>
<td>(0.6 CEU)</td>
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<tr>
<td>BUS-435 Basic Federal Tax Information for Small Business</td>
<td>(0.6 CEU)</td>
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### CONTINUING EDUCATION CERTIFICATE, BUSINESS OWNERS SUCCESS SERIES (BOSS)

Most business owners and prospective entrepreneurs have a common goal: Success! Nobody ever said that it was going to be easy, and you’re probably finding that to be true. So, how do you achieve and increase success in your business? It’s a building process, and Prince George’s Community College has the resources to help you grow and prosper. With an instructional team of experts in various business subjects, the BOSS Program will help you develop new entrepreneurial skills and strengthen existing ones.

With an instructional team of experts in various business subjects, the BOSS Program will help you develop new entrepreneurial skills and strengthen existing ones. A group of core courses in general business skills can be supplemented by a range of elective courses that are not only relevant to today’s business environment, but to your specific business focus. Participants who successfully complete the 42-hour BOSS course of study will be eligible for a Continuing Education Certificate. For more information about the BOSS program or individual courses, call 301-322-0797.

- BUS-427 Accounting and Recordkeeping for Small Business (0.6 CEU)
- BUS-414 Legal Issues that Face Business Owners: Your Business and the Law (0.6 CEU)
- BUS-435 Basic Federal Tax Information for Small Business (0.6 CEU)
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<td>BUS-418</td>
<td>4/15-4/22</td>
<td>6:30-9:30 p.m.</td>
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<td>BUS-411</td>
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<td>BUS-440</td>
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<td>9 a.m.-4 p.m.</td>
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<td>BUS-427</td>
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<td>BUS-435</td>
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<td>9 a.m.-4 p.m.</td>
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<td>3/6-3/6</td>
<td>6:30-9:30 p.m.</td>
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<td>BUS-311</td>
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<tr>
<td>BUS-328</td>
<td>5/11-5/11</td>
<td>9 a.m.-4 p.m.</td>
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<tr>
<td>BUS-435</td>
<td>5/2-5/9</td>
<td>6:30-9:30 p.m.</td>
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<td>3/19-3/19</td>
<td>9 a.m.-4 p.m.</td>
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<td>BUS-411</td>
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<td>6:30-9:30 p.m.</td>
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<td>BUS-311</td>
<td>1/23-1/23</td>
<td>6:30-8:30 p.m.</td>
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</table>

**BUS-418 Business Plan: Developing the Blueprint for Success**

0.6 CEU

Develop goals and objectives for your business ventures by examining the many elements of the business plan and the dynamic nature of the planning process. One hour lunch break. Instructor: Karlene Robinson. 1 session, $55*

**BUS-411 Financial Aspects of Your Business**

0.6 CEU

Learn how to fund your business, and how to manage your money. Discuss banking relationships and what banks look for in a business. Compare the differences between a line and loan, learn what a factor is, and the difference between conventional loans and Small Business Administration (SBA) loans. Instructor: Karlene Robinson. 1 session, $55*

**BUS-440 Marketing Strategies for Today and Tomorrow**

0.6 CEU

Learn the timeless marketing basics that every business owner must know, including: the marketing metrics, targeting by profiling, advertising, sales, customer service and web strategies and more. 2 sessions, $55*

**BUS-427 Accounting and Recordkeeping for Small Business**

0.6 CEU

A certified public accountant will explain various methods of accounting, their functions, and the factors to consider when selecting the method for your business. Topics will include: a case study of an accounting system for a small business, required documentation for business transactions, and the recommended retention for business records. Instructor: Betty Stehman, CPA. 1 session, $55*

**BUS-435 Basic Federal Tax Information for Small Businesses**

0.6 CEU

This course provides guidelines to new or prospective business owners on their rights and obligations under our nation’s tax system. Topics will include: types of business entities and the advantages and disadvantages of each, the range of required tax forms, payroll requirements and reporting, and initial filing requirements with the federal government and state taxing authorities. This course will be taught by a practicing Certified Public Accountant (CPA) that specializes in start-up business. Instructor: Betty Stehman. 1 session, $55*

**BUS-328 Is Entrepreneurship Really for You?**

Thinking about starting a business? Have you recently started your own business or getting ready to launch one? Are you currently in business? If you answered yes to any of these questions then this workshop is for you. It will provide invaluable information to assist you in making decisions and taking steps towards entrepreneurship. This seminar will alert individuals to the major factors they must consider when deciding whether to start a business. Instructor: Rudy Coleman. 1 session, $30

**BUS-550 The Business of Home Staging**

0.6 CEU

Love decorating? Ever said to yourself, “I can do that,” after watching one of those home staging shows on Home and Garden Television (HGTB) or Arts and Entertainment (A&E). Home staging is one of the fastest growing home-based businesses in the United States. It is a proven marketing tool used to help sell homes quickly and for top dollar. This course will provide students with a high-level overview of the concepts and principles involved in home and how to start a home staging business. Instructor: Nicci Parrish, ASP. 2 sessions, $55*

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
BUS-386 Copyrights, Trademarks, Trade Secrets and Licensing

Everything your business develops should remain your exclusive asset, such as company/product names, logos, slogans, products, and services. This workshop will provide you with guidance and instruction on the implications of copyright, trademark, trade secrets laws and patents to your business and products. You can run this business with little cash or investment and bring in thousands of dollars. Learn how to identify and retain clients, get free or low-cost advertising, minimize, and walk away with a successful business. Instructor: Ron Rhine. 2 sessions, $55*

61128 T 4/9-4/16 6:30-9:30 p.m. HVSV

BUS-353 Making Money in Mystery Shopping

Mystery shopping is a fun way to make extra money while providing a valuable customer service. You can actually get paid to do things you love to do -- shop in your favorite stores, eat in your favorite restaurants, go to the movies, put gas in your car, do your grocery shopping, stay at luxury hotels and resorts and more! Instructor: Lesha Fields. 1 session, $30

61127 T 3/12-3/12 6:30-9:30 p.m. Largo

BUS-355 Start and Operate Your Own Home-Based Business

Home-based businesses are the hottest business trends of the decade! Learn how to develop the entrepreneurial abilities and the motivation, discipline, and creativity that you will need to succeed! This class is a great way to prepare for a business or to enhance the one you already have. 12 sessions, $125* (includes a $60 lab fee)

59787 WF 1/16-3/8 online E2GO

BUS-438 Starting a Consulting Practice

Do you have knowledge that might be useful to others? Knowledge for which others would pay? You should consider becoming a consultant. This course is designed to help those who wish to set up a consulting practice. Topics will include: skills assessments, pricing policies, contracting, marketing, and more. 12 sessions, $125* (includes a $60 lab fee)

60408 WF 2/20-4/12 online E2GO

BUS-554 Fashion Stylist: Breaking into the Industry

Have you ever wondered what a day in the life of a Fashion Stylist would be like? This course gives you the opportunity to do a reality check on the ins and outs of the business. Is it all glitter and glamour or really, “hard labor”? Topics to be covered include establishing relationships with designers/boutiques, getting started, Stylist kit the portfolio, and budgets and contracts. At the end of the course, you will complete a “mini photo shoot”. Fashion Stylist, Carmelita Marcia. 2 sessions, $55*

61484 Th 3/14-3/21 6:30-9:30 p.m. Largo

BUS-557 Secrets to Finding the Right Franchise for You

How do you determine if franchising is right for you? Join this class and find out how franchising works, what’s new in franchising; understanding the Disclosure document; the franchisor/franchisee relationship and how to avoid the “do it yourself” business pitfalls. Who should attend: persons who are tired of working for someone else; someone who is retired and interested in doing something part-time and the person who has dreamed of owning their business. Instructor: Lee Meizlesh. 1 session, $30

61091 M 3/11-3/11 6:30-9:30 p.m. LCC

CHILD DEVELOPMENTAL CLINIC & STUDENTS WITH SPECIAL NEEDS

CHILDREN’S DEVELOPMENTAL CLINIC

Children’s Developmental Clinic
Special Populations Spring Clinic, 2013 (Birth through 12 years of age) The Children’s Developmental Clinic is a community service program that is conducted by the Workforce Development and Community Partnerships division at Prince George’s Community College and the School of Public Health at the University of Maryland.

The clinic provides services to children who are experiencing various developmental difficulties such as learning problems, language delays, emotional problems, orthopedic challenges. During the sessions, children participate in one-to-one, individualized motor development training. If additional assistance is needed, children can be enrolled in the language, reading or social skills programs at the clinic.

A Parent Education Program runs in conjunction with the children’s sessions. For more information or to download registration forms for the fall session, visit our website at www.pgcc.edu/go/cdc.
**NONCREDIT SCHEDULE**

**OCC-327 Children's Developmental Clinic: Clinician Training**  
4.0 CEUs  
A certificate course designed for those interested in developing skills working with children experiencing various developmental delays. Each clinician will be involved in a one-to-one training environment in the areas of motor and language/reading development. Clinicians will be under the supervision of the clinic's professional resource staff. Pre-requisite: OCC-334. For more information, please call 301-322-0519.  
9 sessions  
62595 S 2/16-4/13 8:30 a.m.-12:30 p.m. UMD  
(8 sessions)

**SPP-305 Self-Paced Functional Reading**  
Practice or improve your reading skills at your own pace! This course will provide an individualized computer-assisted reading program focusing on basic vocabulary, comprehension, questions/answers, auditory and visual/memory concepts needed for independent living. Material covered will be applicable to students who read at the pre-primer and up levels. 12 sessions, $85* (includes a $10 lab fee)  
62597 S 2/9-5/4 11 a.m.-1:30 p.m. Largo

**SPP-312 Introduction to Computers and the Internet**  
Come and learn the basic components of the computer, keyboarding skills, basic Internet and e-mail skills. This course is designed to provide adults with developmental disabilities (age 16+) with an introduction to the basic use of computers and the Internet. 12 sessions, $95* (includes a $20 lab fee)  
62598 S 2/9-5/4 2-4:30 p.m. Largo

**COMPUTERS & INFORMATION TECHNOLOGY**

**OFC-314 Introduction to Keyboarding**  
1.8 CEUs  
Keyboarding is needed for computer familiarity. Finger placement, basic computer parts, typing speed and accuracy are taught. This hands-on class prepares you for the skills needed for other computer training. Text book required: College Keyboarding Lessons 1-25 (Package) Pro 9 OD 18th Edition, Vanhuss Forde Wodos Text/software is available at Howard Community College or Prince George’s Community College Bookstore (not included in course cost.) 6 sessions, $190* (includes a $45 lab fee)  
60009 T 1/15-2/19 6:45-9:45 p.m. LCC  
63159 T 4/16-5/21 6:45-9:45 p.m. LCC

**OFC-388 Keyboarding**  
2.4 CEUs  
Learn how to touch-type (type text without looking at your keyboard) with Keyboarding Pro 5, a typing tutorial designed for personal computers. In addition to touch-typing, you will learn computer and word processing basics, useful keyboard shortcuts, and posture tips. Whether you are a beginner or want to improve your keyboarding skills, this class will help you type faster, improve your accuracy, and become more productive. By the end of the course, you will know how to touch-type letters, numbers, and symbols; create, save, and edit word processing documents; and successfully take a timed writing test during a job interview. 12 sessions, $125* (includes a $60 lab fee)  
61691 WF 2/20-4/12 online E2GO  
61692 WF 3/20-5/10 online E2GO  
61693 WF 4/17-6/7 online E2GO

**BEGINNERS**

**Continuing Education Certificate**  
Basic Computer Skills for Business Applications  
This program is designed to recognize a student's achievement in the use of a personal computer for general business applications using the Microsoft Office Suite, including applications for word processing, spreadsheet, and data management.  
2 sessions, $100* (includes a $45 lab fee)  
61778 TTh 1/29-3/1 6:30-9:30 p.m. CAT-103

**DPR-332 Introduction to Personal Computers**  
0.6 CEU  
This course is essential for those without any computer experience. Class includes hands-on computer operation and is a must for all beginning users. No prerequisites are required. Text: Introduction to Personal Computers Using Windows, (Element K. Press) Students should also bring a Universal Serial Business (USB) compatible flash drive to each class to store lessons and personal files.  
2 sessions, $100* (includes a $45 lab fee)  
61772 TTh 1/29-3/1 6:30-9:30 p.m. CAT-103

Requirements include successful completion of the following courses. (Note: only one MS Word and one MS Excel course is required—not both).

- **DPR-332: Introduction to Personal Computers** (equivalent experience)
- **DPR-753: Intro to Windows 7**
- **DPR-691: MS-Word**
- **DPR-664: MS-Word**
- **DPR-674: MS-Excel**
- **DPR-679: MS-Excel**
- **DPR-662: PowerPoint 2010**
DPR-604 Introduction to the Internet and E-mail Basics
1.2 CEUs
This course provides students with an overview of the basic features of the Internet's world wide web (www) and e-mail usage. Topics include up-to-date online Internet and e-mail tools and technologies, how to share information using different e-mail systems, Internet newsgroups, interactive collaborations, blogs, wikis, social networking, e-mail etiquette, e-mail services, and more. 4 sessions, $160* (includes a $60 lab fee)

62815  F  3/1-3/22  6:30-9:30 p.m.  CAT-105

DPR-331 Windows
0.6 CEU
This class addresses the features of Windows for use on personal computers. Prerequisite: DPR-332: Introduction to Personal Computers. Students should also bring a USB Compatible flash drive to each class on which to store data. Text required: Computer Concepts and Windows (Labrinth). 1 session, $100 (includes a $45 lab fee)

63328  S  3/23-3/25  9 a.m.-4 p.m.  CAT-105

DPR-436 Working with Windows
0.9 CEU
See the basic concepts and features of this operating system, including the desktop, online Help, My Computer, Windows Explorer, Internet Explorer, accessories, and Web integration features. See how to gain the skills needed to create a document, organize files, work with Windows Messenger, create an efficient work environment, work with media, clean up system, and find information on the Internet. Students should bring a Universal Serial Business (USB) compatible flash drive to store in-class work on, to all class sessions. 3 sessions, $150* (includes a $55 lab fee)

61392  MWF  2/4-2/8  6:30-9:30 p.m.  LCC

DPR-753 Introduction to Windows 7
0.9 CEU
This hand-on class introduces students to the Windows 7 features that let them personalize their screens. Students will also be taught the tips that will help them to search the Web like an expert using the Internet Explorer web browser that comes with Windows 7, as well as how to use flash drives, CDs, and DVDs, and how to protect the system against viruses and other threats. Students should bring a USB Compatible flash drive to store in-class work on, to all class sessions. Prerequisite: Microsoft Word 2010. 4 sessions, $215* (includes a $80 lab fee)

61396  MWF  2/25-3/6  6:30-9:30 p.m.  LCC

DPR-694 Career Track: MS-Word 2010
3.6 CEUs
This course provides instruction on using Microsoft Word 2010 basic, intermediate, and advanced features. Topics include character and paragraph formatting, editing text, creating numbered and bulleted lists, using various proofing tools, creating tables, working with page layout and document management. Intermediate topics include working with sections, columns, and tables, importing data, using styles and auto text and inserting graphics into documents. Advanced topics include mail merging letters and labels, creating forms, working with large documents, this includes master documents and table of contents, collaborating documents using track changes and automating actions with macros. Prerequisite: Students should be familiar with using personal computers and have used a mouse and keyboard. Text: Microsoft Office Word 2010: Level 1, 2, 3 (Element K. Press) 12 sessions, $450* (includes a $150 lab fee)

63404  MW  4/17-5/29  6:30-9:30 p.m.  LCC

DPR-664 Introduction to Word 2010: Level 1
1.8 CEUs
See how to create, edit, and print a document. Become familiar with basic Microsoft Word features. Prerequisite: Microsoft Windows, 4 sessions, $215* (includes a $120 lab fee)

63156  MW  2/25-3/6  6:30-9:30 p.m.  LCC

DPR-354 Introduction to MS-Word: Level 1
1.2 CEUs
See how to create, edit, and print a document. Become familiar with basic Microsoft Word features. Prerequisite: Microsoft Windows, 4 sessions, $215* (includes a $120 lab fee)

63156  MW  2/25-3/6  6:30-9:30 p.m.  LCC

DPR-692 Intermediate Microsoft Word 2010
1.8 CEUs
This continuing education course is one of a series of courses designed to provide instruction on using the more advanced features of Microsoft Word 2010. Topics include how to manage lists, customize tables and charts, create customized formats with styles and themes, create customized graphics, and more. Prerequisites: Introduction to Windows. Text required: Microsoft Word 2010, Level 2, (Element K. Press) Students should bring a USB compatible flash drive to store in-class work on, to all classes. 6 sessions, $225* (includes a $80 lab fee)

63329  MW  2/15-3/6  6:30-9:30 p.m.  CAT-105

DPR-693 Advanced Microsoft Word 2010: Level 3
1.8 CEUs
This continuing education course is one of a series of courses designed to provide instruction on using the more advanced features of Microsoft Word 2010. Topics include how to use Word with other programs such as Microsoft Excel and Powerpoint, adding reference marks and notes, creating forms, and more. Prerequisites: Introduction to Windows. Introduction to Microsoft Word 2010 Levels 1 and 2. Text required: Microsoft Word 2010, Level 3, (Element K. Press) Students should bring a USB compatible flash drive to store in-class work on, to all classes. 6 sessions, $225* (includes a $80 lab fee)

61777  MWF  2/11-2/15  6:30-9:30 p.m.  Largo

DPR-603 Introduction to Microsoft Office 2010
3.6 CEUs
Microsoft Office 2010. This course is designed to provide students with the fundamentals of the new office interface and functionality of Microsoft Office 2010. Topics include using the navigation tools in Word, PowerPoint and Excel; creating and sharing documents, creating presentations, and preparing charts. Prerequisites: OFC-314 Introduction to Keyboarding or OFC-388 Keyboarding. Students should also bring a USB Compatible flash drive to store in-class work on all classes. 6 sessions, $225* (includes a $80 lab fee)

61770  MW  3/18-4/10  6:30-9:30 p.m.  CAT-105

DPR-691 Introduction to Microsoft Word 2010: Level 1
1.8 CEUs
This continuing education course is one of a series of courses designed to provide instruction on using the basic features of Microsoft Word 2010. Topics include how to create, edit, format, and print a document using the basic features of Word. Prerequisite: Introduction to Windows. Text required: Microsoft Word 2010, Level 1, (Element K. Press). Students should bring a Universal Serial Business (USB) compatible flash drive to store in-class work on, to all classes. 6 sessions, $225* (includes a $80 lab fee)
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.

DPR-470 Introduction to Microsoft-Excel: Version 2010
1.2 CEUs
See how to create, modify, print, and format worksheets; use templates, styles and AutoFormats, and find and replace data. Prerequisite: Windows or equivalent Personal Computers (PC) skills. 4 sessions, $215* (includes a $80 lab fee)

61779 S 3/2-4/13 9 a.m.-4 p.m. Largo

DPR-674 Introduction to Microsoft Excel 2010: Level 1
1.8 CEUs
This course introduces the basic features of Excel 2010. Students will create worksheets and enter and edit text, values, formulas and pictures. Understand basic formatting techniques and functions. Learn how to use the help system and navigate worksheets and workbooks. Prerequisite: Introduction to Windows. Text required: Microsoft Excel 2010, Level 1, (Element K. Press) Students should bring a Universal Serial Business (USB) compatible flash drive to store in-class work on, to all class sessions. 6 sessions, $225* (includes a $80 lab fee)

61768 TTh 2/12-2/28 6:30-9:30 p.m. LCC

DPR-681 Advanced Excel 2010: Level 3
1.8 CEUs
This course is a continuation of Excel 2010. Topics creating and editing in macros protecting files, auditing worksheets, importing and exporting data and more. It covers the more advanced features of Excel 2010. 6 sessions, $225* (includes a $80 lab fee)

61771 TTh 4/16-5/2 6:30-9:30 p.m. CAT-105

DPR-679 Introduction to Access 2010
1.8 CEUs
This course introduces the Microsoft-Access 2010 database program. The program enables one to design and create databases that allow for presentation, analysis and sharing of data. Students should bring a USB compatible flash drive to store in-class work on, to all class sessions. Text required: Introduction to Microsoft Access 2010 Level 1. (Elements K. Press) 6 sessions, $225* (includes a $55 lab fee)

61769 TTh 5/7-5/23 6:30-9:30 p.m. CAT-105

DPR-662 Introduction to PowerPoint 2010
0.6 CEU
This class covers the introductory functions of the presentation software, Microsoft-Powerpoint. Text: Powerpoint 2010: Level 1, (Element K. Press) Prerequisite: Introduction to Windows. Students should bring a USB compatible flash drive to store in-class work on to all class sessions. 2 session, $100* (includes a $45 lab fee)

61772 S 2/16-2/23 9 a.m.-12 p.m. CAT-105

DPR-663 Advanced PowerPoint 2010
0.6 CEU
Continue your studies of the presentation software, Microsoft PowerPoint. Call 301-322-0912 for textbook information. Prerequisite: Introduction to Windows. Students should bring a USB compatible flash drive to store in-class work on, to all class sessions. 2 session, $100* (includes a $45 lab fee)

61773 S 3/9-3/16 9 a.m.-12 p.m. Largo

DPR-711 Intermediate Microsoft Excel 2010: Level 2
1.8 CEUs
This continuing education course is one of a series of courses designed to provide instruction on using the more advanced features of Microsoft Excel 2010. Topics include how to calculate data with advanced formulas, organizing worksheet and table data, presenting data using charts, analyzing data using pivot tables, slicers, and pivot charts, and more. Prerequisites: Introduction to Windows and Introduction to Microsoft Excel 2010 Level 1. Text required: Microsoft Excel 2010, Level 2, (Element K. Press) Students should bring a USB compatible flash drive to store in-class work on, to all classes. 6 sessions, $225* (includes a $80 lab fee)

61768 TTh 3/2-4/13 9 a.m.-4 p.m. Largo

DPR-720 Introduction to Microsoft Project 2010: Level 1
1.8 CEUs
This continuing education course is designed to teach the basic features of Microsoft Project 2010. Topics include how to use the software to create a project plan containing tasks; organize these tasks in a work breakdown structure containing task relationships; create, assign, and manage resources; work with views and tables; finalize a task plan, and more. Prerequisite: Introduction to Windows. Students should bring a Universal Serial Business (USB) compatible flash drive to store in-class work on, to all class sessions. Text required Introduction to Microsoft and Project 2010: Level 1. (Element K. Press). 6 sessions, $215* (includes a $80 lab fee)

61834 TTh 2/12-2/28 6:30-9:30 p.m. Largo

DPR-751 Intermediate Microsoft Project 2010 Level 2
1.8 CEUs
Students will be taught how to use the more advanced features of Microsoft Project 2010 to manage and customize project plans during the implementation stage of a project. Topics include tracking a project from start to finish, evaluating individual tasks and assigned schedules, analyzing project progress, analyzing critical paths and costs, and overall project success and more. Prerequisite: DPR-720: Introduction to Microsoft Project 2010: Level 1. 16 sessions, $205* (includes a $80 lab fee)

61774 TTh 1/15-1/31 6:30-9:30 p.m. CAT-103

61776 TTh 3/12-4/4 6:30-9:30 p.m. CAT-103

DPR-314 Introduction to Microsoft Publisher 2010
1.8 CEUs
Microsoft Publisher 2010 is a powerful desktop publishing software package. In this course, you will be shown how to use Publisher tools, templates, and ribbon features to create a variety of documents for print or online use. It’s perfect for beginners who want to learn how to design professional-quality newsletters, fliers, brochures, and letterheads. No text required. 6 sessions, $305* (includes a $80 lab fee)

61894 TTh 2/5-2/21 6:30-9:30 p.m. Largo
HELP DESK

Continuing Education Certificate, Help Desk Technology
This seven course certificate program is designed to prepare a student to support a client help desk; including the performance of basic help desk assessments and functions, productivity measurements and problem resolution, asset management, and how support staff utilize these tools to maintain a competitive edge.

Students in this course should have a strong interest in and understanding of customer service and a working knowledge of IT technologies including Windows (version XP or higher), the Internet, and a basic understanding of Microsoft Word and/or Excel.

Requirements for the Continuing Education Certificate include successful completion of the following courses:

- Two courses in MS-Office Products (any version) such as Word, Excel, PowerPoint, or Access
- DPR-535 Help Desk Technology: Part 1
- DPR-536 Help Desk Technology: Part 2
- DPR-534 Troubleshooting Windows
- DPR-539 Troubleshooting MS-Word
- DPR-538 Troubleshooting MS-Access

Once a student has completed these requirements, he/she should call 301-322-0873 or e-mail itcerts@pgcc.edu for verification and to request a certificate.

DPR-731 Help Desk Tools and Procedures
5.0 CEUs
Students will be taught the basic help desk concepts, procedures and tools with emphasis on the team-oriented technical support environment. Students explore the features of software used in a support environment to collect knowledge, schedule and track repairs, such as call logging and reporting. The proper use of telephone-based technology is also presented. Meets concurrently with credit course INT-1370. Prerequisite: Successful completion of DPR-701: Introduction to Information Technology or permission of the instructor. For the online section of this course visit www.pgcconline.com for details. Students must have an Owl Link account and a college e-mail address. 29 sessions, $400* (includes a $100 lab fee)

DPR-535 Help Desk Technology: Part 1 0.6 CEU
This class is for those who want to work in the Help Desk environment. This is a lecture only class which will cover the basics of Help Desk/Department operation and the standard tools and processes for the support environment. Prerequisites: A basic understanding of the personal computer, the network environment and Windows (any version). No text required. 2 sessions, $100* (includes a $45 lab fee)

DPR-536 Help Desk Technology: Part 2 0.6 CEU
This is a continuation of Help Desk Technology, Part 1 in which help desk software will be introduced. Prerequisites: A basic understanding of the personal computer, Help Desk Technology, Part 1 and Windows (any version). No text required. 2 sessions, $100* (includes a $45 lab fee)

DPR-534 Troubleshooting MS-Windows: Version XP 0.9 CEU
In this 9-hour course, the student will review common error messages within MS-Windows product and practice to resolve them. Prerequisite: Experience with MS- Windows, any version XP or higher. No text required. 3 sessions, $140* (includes a $45 lab fee)

DPR-538 Troubleshooting MS-Access 1.2 CEUs
In this class students will explore typical Windows and MS-Access software error messages and see how to resolve them. Prerequisite: Working knowledge of MS-Windows and MS-Access. No text required. 3 sessions, $135* (includes a $35 lab fee)

DPR-539 Troubleshooting MS-Word for Help Desk Technology 1.2 CEUs
In this class students will explore typical Windows and Microsoft-Word error messages and see how to resolve them. No text required. Prerequisite: Working knowledge of MS-Windows and Microsoft-Word. 3 sessions, $140* (includes a $45 lab fee)

DPR-658 Troubleshoot Excel: Help Desk 0.6 CEU
In this six-hour class students will be shown typical MS-Excel software error messages and be shown how to resolve them. No text required. Prerequisite: Working knowledge of MS-Windows (version XP or higher) and Introduction to Excel or equivalent experience. 2 sessions, $135* (includes a $35 lab fee)

DATABASE DESIGN MANAGEMENT

DPR-732 Introduction to Database Management 7.5 CEUs
Introduction to database management techniques using Microsoft Access includes fundamentals of database design and programming with emphasis on relational file processing. Meets concurrently with credit course INT-1150. Text required. For the online version of this class visit www.pgcconline.com for details. Students must have an Owl Link account and a college e-mail address. 29 sessions, $500* (includes a $200 lab fee)

WEB DESIGN & MANAGEMENT

Continuing Education Certificate, Internet Webmaster
The program to earn a Continuing Education Certificate is now available either online or as a hybrid in combination with traditional classroom-taught courses! This multiple choice, eight course certificate program is designed to build and enhance the student’s skill in designing and developing Internet applications for both personal and professional use. To start this program, students must have knowledge of the Windows directory and file structures, be able to work comfortably with various browsers, and have...
NoNcredit Schedule Workforce Development

at least an intermediate knowledge of the Internet. Consequently, courses that provide an introduction to Windows and/or the Internet do not qualify as fulfilling program requirements.

Course requirements for each program delivery format follow. Coursework cannot be used to fulfill requirements in multiple certificate programs. Online Program Delivery Successful completion of any eight of the following online courses to qualify the student for a certificate:

- DPR-498 or DPR-582 Advanced Microsoft Publisher
- DPR-409 Achieving Top Search Engine Positions for Your Website
- DPR-651 Intermediate Java Programming
- DPR-329 Java for the Absolute Beginner
- DPR-464 Introduction to Perl Programming
- DPR-383 Introduction to ASP.NET
- DPR-393 Designing effective website
- DPR-485 Creating Web Pages: Part 1
- DPR-725 Introduction to Flash CS5
- DPR-741 Introduction to Creating Wordpress website
- DPR-672 Introduction to CSS and XHTML
- DPR-745 Intermediate to CSS 5 and XHTML
- DPR-540 Introduction to PHP and MySQL
- DPR-583 Intermediate PHP and MySQL

Hybrid Program Delivery
Successful completion of following core knowledge and elective courses (totaling eight courses) qualify the student for a certificate:

- DPR-767 Web Design: Part 1
- DPR-768 Web Design: Part 2
- DPR-769 Web Design: Part 3

- Plus an additional 5 “DPR”

Internet-related courses available in an online format.

CEUs will be awarded for classes as noted in the listing following. However, certificates of completion for individual classes will no longer be issued. Once a student has completed all of the requirements for the entire program, he/she should call 301-322-0873 or e-mail itcerts@pgcc.edu for verification and to request a Continuing Education Certificate.

DPR-767 Web Design: Part 1
1.5 CEUs
This first course in the series is to learn how to design web pages. All hands-on activities require no prior knowledge of Hypertext markup language (HTML). Acquire the latest concepts of HTML and Cascading Style Sheets (CSS) language using any text editor and previewing in the browser. Update your old web sites with the most current versions of HTML and CSS. Students will experience creating web pages using different layouts, images with rounded corners and muchmore. Use the web site w3c.org to validate your HTML code. Text required: New Perspectives on HTML and CSS: Comprehensive, 6th Edition by Patrick M. Carey. ISBN-13: 9781111152644. 5 sessions, $234* (includes a $100 lab fee)

DPR-768 Web Design: Part 2
1.5 CEUs
The second course of this series is a continuation of applying and practicing the latest web design concepts using HTML and CSS. Design and format web pages using multiple columns with or without tables, interactive forms, and embed multimedia (audio or video) files. Text required: New Perspectives on HTML and CSS: Comprehensive, 6th Edition by Patrick M. Carey. ISBN-13: 9781111152644. 5 sessions, $234* (includes a $100 lab fee)

DPR-769 Web Design: Part 3
1.5 CEUs
The third course of the series, explores JavaScript object-oriented scripting language to create web pages that are more dynamic. Learn to write scripts to generate functions with variables, events, displaying dates and time, along with a slide show of images. Text required: New Perspectives on HTML and CSS: Comprehensive, 6th Edition by Patrick M. Carey. ISBN-13: 9781111152644. 5 sessions, $234* (includes a $100 lab fee)

DPR-762 Advanced Web Pages
2.4 CEUs
Take your Web design skills to the next level! Whether you want to work as a freelance Web designer, join a Web development team, or build websites for your organization, this course will give you the advanced tools you need. You will learn to present content with HTML (including new HTML5 elements) and define styles with CSS, using style sheets to create pages that work in both full-sized media and mobile devices. You will also build forms that collect information and embed video that works in all browsing environments. Along the way, you will explore aesthetics, color scheming, and accessible Web page design. As a bonus, you will learn the most cost-effective ways to set up your sites. Even if you’re a beginner, this course will fully prepare you to build websites using state-of-the-art techniques. 12 sessions, $125* (includes a $60 lab fee)

DPR-702 Computer Security/Security+ 4.2 CEUs
This class meets concurrently with the credit course INT-1620. It is designed to give the student a foundation of understanding of various computer security concepts, functions and applications. The class maps to the CompTIA Security+ exam, although taking the test requires a separate fee and arrangements with the coordinator. Topics: general security, communication security, infrastructure security, basics of cryptography, and perations/organizational security. Upon completion of the class students should be prepared to take the CompTIA vendor neutral Security+ exam. Successful completion of this exam is generally globally recognized as equivalent to an entry-level security specialist position. Call the Prince George’s Community College bookstore for textbook requirements (a separate purchase.) Prerequisite: Intermediate computer/pc skills with experience in the DOS, Windows, Unix and Linux, operating systems and familiarity with the A+ operating systems technologies and GUI and Command Language Interface commands. 30 sessions, $330* (includes a $150 lab fee)

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
DPR-703 CISSP PREPARATION
4.5 CEUs
This course explores and reviews all ten domains of the Certified Information Systems Security Professional (CISSP) Common Body of Knowledge (CBK) and can be used as preparation for the CISSP Exam or the Systems Security Certified Practitioner (SSCP) as administered by the International Information Systems Security Certification Consortium (ISC2). Prerequisite: DPR-702: Computer Security, Security+. Meets concurrently with credit course INT-2690. 30 sessions, $442* (includes a $114 lab fee)

63443 TTh 1/22-5/9 10-11:40 a.m. Largo
63444 W 1/23-5/8 6-9:40 p.m. Largo

(DPR-702 is 1.5 CEUs)

DPR-704 Introduction to Cyber Security
1.5 CEUs
This course is a comprehensive introduction to the protection of business information and the systems that support business processes. The objective is to identify common threats and attacks employed against Web-accessible applications, analyze the role of security models and architectures, explain the role of cryptography, and analyze issues related to security management and network security. 4 sessions, $200 (includes a $100 lab fee)

63447 S 3/2-3/23 9 a.m.-1 p.m. CAT-103

NETWORKING

Certification Preparation, Cisco Certified Network Associate (CCNA)
Prince George’s Community College offers an in-depth, four course series to prepare students to test for the Cisco Certified Network Associate (CCNA) Certification through its Cisco Networking Academy. Individuals holding the CCNA certification are qualified to design, operate, and maintain networking systems using switches and routers. For more information, visit Cisco’s website at cisco.netacad.net.

Note: All Cisco courses provide an additional 20 hours of open lab time available on Saturdays. See your instructor for the open lab schedule.

CompTIA Certifications—A+, Network+, Security+
Show the world what you know by obtaining internationally recognized industry certifications in computer hardware, networking and information security. CompTIA provides vendor neutral certifications that many employers require for entry level employment. Not only can you get the training for positions in these three IT areas at the college, you can now sit for the certification exams here on campus. Registered students may purchase exam vouchers at a significant discount. For information on scheduling exams and purchasing discount vouchers at Prince George’s Community College, e-mail ITCerts@pgcc.edu. For more information on CompTIA certifications, visit www.comptia.org.

DPR-735 CompTIA Network+ Certification Preparation
5.0 CEUs
This course will cover the installation and operation of computer networks from the hardware, rather than the administrative standpoint. Students will build and test working networks and associated wiring. Helps prepare students for the CompTIA Network+ certification exam. Meets concurrently with credit course INT-1550. Text required. 15 sessions, $340* (includes a $130 lab fee)

60280 MW 1/23-3/18 5:30-9:30 p.m. CAT-323
60279 MW 1/23-3/18 1-5 p.m. CAT-323

DPR-736 Cisco Networking (CCNA) 1: Network Fundamentals
This is the first of a four course sequence leading to Cisco CCNA certification. Topics will include: TCP, UDP, and IP protocols; Ethernet concepts and operation; network subnetting; basic router configuration commands. Meets concurrently with credit course INT-1450. Text required. 15 sessions, $620* (includes a $200 lab fee)

60276 TTh 1/22-3/12 5:30-9:30 p.m. CAT-323
60275 TTh 1/22-3/12 1-5 p.m. CAT-323

DPR-737 Cisco Networking (CCNA) 2: Routing Protocols
Continuation of the four course sequence leading to Cisco CCNA certification. Covers configuration of RIP, EIGRP, and OSPF routing protocols; configuration of static routes; and design, configuration, and troubleshooting of VLSM networks. Prerequisites: CNT-309: Cisco Networking (CCNA) Part 1: Network Fundamentals. Meets concurrently with credit course INT-1460. Text required. 15 sessions, $620* (includes a $200 lab fee)

60278 TTh 3/14-5/9 5:30-9:30 p.m. CAT-323
60277 TTh 3/14-5/9 1-5 p.m. CAT-323

CNT-311 Cisco Networking (CCNA) 3: LAN Switching and Wireless
This is the third of a four course sequence leading to Cisco CCNA certification. Topics will include: design, configuration, and troubleshooting of switched LANs — including virtual LANs, trunking, and spanning tree — and wireless networks including security and privacy components. Prerequisite: CNT-310: Cisco Networking (CCNA) Part 2: Routing Protocols. Meets concurrently with credit course INT-2450. Text required. 15 sessions, $620* (includes a $200 lab fee)

60281 MW 3/20-5/13 1-5 p.m. CAT-323
60282 MW 3/20-5/13 6-9:30 p.m. CAT-323

CNT-312 Cisco Networking (CCNA) 4: Accessing the WAN
This is the final course in a four course sequence leading to Cisco CCNA certification. Topics will include: configuring NAT, PAT, and DHCP to increase usable addresses; access lists and other security measures; and design, configuration, and troubleshooting of wide area networks using PPP or frame relay. Prerequisite: CNT-311: Cisco Networking (CCNA) Part 3: LAN Switching and Wireless. Meets concurrently with credit course INT-2460. Text required. 15 sessions, $620* (includes a $200 lab fee)

60288 MW 3/20-5/13 5:30-9:30 p.m. CAT-323
60289 MW 3/20-5/13 1-5 p.m. CAT-323

HARDWARE

DPR-303 Build Your Own Computer
In this class, students will build an IBM-compatible computer under the guidance of the instructor. Class lecture will focus on the steps involved in building a computer from scratch. Lab time will include extensive teacher involvement with the student. The student will be responsible for purchasing the computer components as specified in the parts list and vendor information provided at the first class. Meets concurrently with credit course INT-1560. Prerequisites: DPR-320: Repair and Maintenance of Personal Computers or INT-1540. 4 sessions, $160* (includes a $25 lab fee)

60283 F 3/1/3/22 6-9 p.m. CAT-315
DPR-696 CompTIA A+ Certification Preparation Part 1
6.5 CEUs
This course is the first of a two part series designed to train those that want to become computer support technicians. CompTIA A+ certification is the industry standard for computer support technicians. The international vendor neutral certification proves competence in areas such as installation, preventive maintenance, networking, security and troubleshooting. Topics covered include hardware, operating systems, networking and security. Required text is Mike Meyers’ CompTIA A+ Guide to Managing and Troubleshooting PCs, fourth Edition (Exams 220-801 & 220-802)(paperback). 20 sessions, $570* (includes a $100 lab fee)

DPR-698 CompTIA A+ Certification Preparation Part 2
6.5 CEUs
This course is the second of a two part series designed to train those that want to become CompTIA A+ certified computer support technicians. The practical applications of hardware, operating systems, networking and security will be covered in this course. Required text: Mike Meyers’ CompTIA A+ Guide to Managing and Troubleshooting PCs, fourth Edition (Exams 220-801 & 220-802)(paperback). Prerequisite: Successful completion of CompTIA A+ Certification Preparation Part 1.

DPR-741 Introduction to Creating WordPress Web Sites
2.4 CEUs
Want to build an attractive, sophisticated blog or website without having to learn any special coding? WordPress is the answer you are looking for! WordPress is one of the world’s most popular Web design tools because it is free, it is easy to use, and it produces professional results. In these lessons, you will get hands-on experience with this powerful tool as you create your own combination WordPress blog and website. You will walk through the process from start to finish, mastering everything from planning your content to picking a theme. For WordPress beginners, there is no easier way to learn the ropes. By the end of the course, you will know how to use WordPress confidently to launch and maintain your own blog or interactive website.

DPR-393 Designing Effective Websites
2.4 CEUs
These days, creating a Web site is so easy almost anyone can do it. But with all the competition on the Web, creating a site that’s effective is more challenging than ever. To do that, you need to employ good design principles. Regardless of your current skills or level of knowledge, in this course you will master the basics of Web design and learn how to build sites that are better and more effective. Get ready to take your Web design skills to the next level! 12 sessions, $125* (includes a $60 lab fee)

DPR-517 Introduction to the Internet
2.4 CEUs
Master the ins and outs of the Internet with this informative behind-the-scenes look at the Web, search engines, e-mail, and more. Requirement: Personal Computers with Internet access, e-mail, Microsoft Internet Explorer or Mozilla Firefox web browser. 12 sessions, $125* (includes a $60 lab fee)

DPR-649 Wireless Networking
2.4 CEUs
Demand for wireless connectivity in homes, offices, and gathering spaces is increasing. This class will show how: wireless devices make connections, how the connections actually work, and how you can plan, deploy, and connect to wireless networks yourself. Requirements: Completion of Introduction to Networking (an online course) or equivalent experience, Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at http://www.adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader). 12 sessions, $125* (includes a $60 lab fee)
DPR-431 Introduction to Networking
See how to gain an organized approach to networking hardware. This is a great class for those who want an overall introduction prior to starting the CCNA or similar programs. Prerequisites: Basic knowledge of the Personal Computer (PC) and Windows. Requirements: Internet access, e-mail, Microsoft Internet Explorer or Mozilla Firefox Web browser, the Adobe Flash and PDF plug-ins which can be obtained free from www.adobe.com/downloads (click on “Get Adobe Flash Player” and “Get Adobe Reader”), Microsoft- Windows ‘95 or higher. No text. 12 sessions, $125* (includes a $60 lab fee)

5992 WF 1/16-3/8 online E2G0
61646 WF 2/20-4/12 online E2G0
61647 WF 3/20-5/10 online E2G0
61648 WF 4/17-6/7 online E2G0

DPR-591 Intermediate Networking
2.4 CEUs
Almost every aspect of networking technology is covered in this class including topics such as: virtual private networks, security and Internet connectivity. Completion of this course and its prerequisite should serve as an educational base on which to complete the additional training needed to take the CCNA or similar certification. Requirements: Internet access, e-mail, Microsoft Internet Explorer or Mozilla Firefox Web browser, the Adobe Flash and PDF plug-ins which can be obtained free from www.adobe.com/downloads (click on “Get Adobe Flash Player” and “Get Adobe Reader”), Microsoft- Windows ‘95 or higher and completion of Introduction to Networking. 12 sessions, $125* (includes a $60 lab fee)

59341 WF 1/16-3/8 online E2G0
59338 WF 1/16-3/8 online E2G0
61568 WF 2/20-4/12 online E2G0
61569 WF 3/20-5/10 online E2G0
61570 WF 4/17-6/7 online E2G0

DPR-716 Introduction to Windows 7
2.4 CEUs
If you’re new to computers, or just new to Microsoft Windows 7, this course will get you up to speed fast. You will learn how to use the desktop, icons, gadgets, and other Windows 7 features, and work with pictures, text, folders, and files. In just a few weeks, you will master all the skills you need to make the transition from helpless beginner to knowledgeable user! 12 sessions, $125* (includes a $60 lab fee)

5992 WF 1/16-3/8 online E2G0

DPR-699 Introduction to Microsoft Word 2010
2.4 CEUs
Learn how to create and modify documents in Word 2010, the world’s most popular word processing program. With the help of step-by-step instructions and hands-on activities, you’ll quickly master every basic feature of Word and be able to use this program confidently at home or on the job. 12 sessions, $125* (includes a $60 lab fee)

59338 WF 1/16-3/8 online E2G0
61577 WF 2/20-4/12 online E2G0
61578 WF 3/20-5/10 online E2G0
61579 WF 4/17-6/7 online E2G0

DPR-514 Introduction to Linux
2.4 CEUs
See how to navigate through the world of desktop Linux and how to use free office productivity, multimedia, and Internet software packages included with Linux. In addition, see how to use your Linux desktop to access the Internet to browse Websites, download files, chat with friends, and work with e-mail. This course requires that you have a basic knowledge of using Windows or Macintosh and are comfortable with working in a graphical Personal Computer (PC) environment. You must have a Personal Computers (PC) available to run the Simply MRPIS, Version 6.5 Linux Operating System either from the hard disk or from a live CD. That PC must meet the minimum requirements for the Simply MRPIS version 6.5 Linux distribution: A PC with an Intel Pentium or equivalent processor, a bootable CD ROM drive, at least 2GB hard drive, and at least 54MB of RAM. If you have a dial-up Internet connection, you can order the Simply MRPIS version 6.5 CD for a minimal cost of approximately $15. 12 sessions, $125* (includes a $60 lab fee)

5992 WF 1/16-3/8 online E2G0
5992 WF 1/16-3/8 online E2G0
61577 WF 2/20-4/12 online E2G0
61578 WF 3/20-5/10 online E2G0
61579 WF 4/17-6/7 online E2G0

DPR-451 Computer Skills for the Workplace
2.4 CEUs
See how computers are used in the workplace and the technical skills so many employers value. No text. Requirements: Microsoft Windows 95 or newer with any addition of Microsoft Office 2000 or newer (please make sure Microsoft Office is installed and operating before the course begins); Internet access, e-mail, and the Microsoft Internet Explorer or Mozilla Firefox Web browser. Note: Macintosh users are welcome, but please note that the course was written using Microsoft Windows. Students using Macintosh OS X with any edition of Microsoft Office 2004 (Mac) can be supported in the discussion areas. 12 sessions, $125*

5994 WF 1/16-3/8 online E2G0
5994 WF 1/16-3/8 online E2G0
61585 WF 2/20-4/12 online E2G0
61585 WF 2/20-4/12 online E2G0
61586 WF 3/20-5/10 online E2G0
61586 WF 3/20-5/10 online E2G0
61587 WF 4/17-6/7 online E2G0
61587 WF 4/17-6/7 online E2G0

DPR-394 Introduction to Buying and Selling on eBay
2.4 CEUs
Online auctions match buyers with sellers in a global marketplace for almost any item. If you’ve ever dreamed of working from home or just earning extra income by buying and selling goods online, you’ll be shown how to: create titles that get noticed, create and upload photos of the items you are selling, safely conduct financial transactions, accept credit card payments, and pack and ship items. If you’re a buyer, you’ll be shown how to value almost any item up for auction, how to get the best possible price, how to protect yourself against fraud, and how to compete against other bidders. No text. 12 sessions, $125 (includes a $60 lab fee)

61679 WF 2/20-4/12 online E2G0
61680 WF 3/20-5/10 online E2G0
61681 WF 4/17-6/7 online E2G0

DPR-758 Introduction to Microsoft Access 2010
2.4 CEUs
Take control over your data! Whether you’re a novice or an experienced database user, these hands-on lessons will show you how to harness the full power of Microsoft Access 2010. You will learn to build and customize tables, and discover how to use forms to simplify data entry, create reports, and design queries. By the time you have finished this course, you’ll know how to construct an effective database for any information you need to store, document, and manage—at home or on the job. 12 sessions, $125* (includes a $60 lab fee)

5992 WF 1/16-3/8 online E2G0
5992 WF 1/16-3/8 online E2G0
61577 WF 2/20-4/12 online E2G0
61578 WF 3/20-5/10 online E2G0
61579 WF 4/17-6/7 online E2G0

Prince George’s Community College ● Transforming Lives ● 301-336-6000 ● www.pgcc.edu
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Format</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPR-674 Introduction to Microsoft Publisher 2010</td>
<td>2.4 CEUs</td>
<td>Microsoft Publisher 2010 is a powerful desktop publishing software package. In this course, you will learn to use Publisher tools, templates, and ribbon features to create a variety of documents for print or online use. It’s perfect for beginners who want to learn how to design professional-quality newsletters, fliers, brochures, and letterheads. <em><em>12 sessions, $125</em> (includes a $60 lab fee)</em>*</td>
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<tr>
<td>DPR-671 Introduction to Microsoft Excel 2010</td>
<td>2.4 CEUs</td>
<td>Do you work with numbers? Then you need to master Microsoft Excel 2010 and this is the place to do it. In this easy online course, you’ll discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently. You’ll be shown the secrets behind writing powerful formulas, using functions, sorting and analyzing data, designing custom charts, creating three-dimensional workbooks, building links, working with templates, and creating macros and custom toolbar buttons. By the time you’re done, you’ll be using Excel like a professional. <em><em>12 sessions, $125</em> (includes a $60 lab fee)</em>*</td>
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<tr>
<td>DPR-676 Introduction to Oracle 2010</td>
<td>2.4 CEUs</td>
<td>Take your PowerPoint presentations from &quot;so-so&quot; to sensational! In these lessons, you will learn how to use Microsoft PowerPoint 2010 to create impressive slide presentations that include text, objects, SmartArt, multimedia, animation, sound, charts, clip art, and hyperlinks. In addition, you will discover how to create a PowerPoint photo album with your digital pictures. You will also master PowerPoint Web App, an online version of powerpoint, and learn how to save your presentations as PDF files and videos. Whether you’re a beginner or an experienced user, this course will teach you how to turn simple slides into an exciting presentation that will grab and hold your audience’s attention from start to finish. <em><em>12 sessions, $125</em> (includes a $60 lab fee)</em>*</td>
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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
DPR-479 C++ for the Absolute Beginner  
2.4 CEUs  
See how to program in C++, even if you have no prior programming experience. See how to create programs for Microsoft-Windows using Borland C++ Builder, and Object-Oriented techniques. See how to create windows and forms, and how to program in a step-by-step manner. Requirement: Borland C++ Builder, standard edition of 5.0 is preferred; Internet access and basic Personal Computers (PC) knowledge. 12 sessions, $125* (includes a $60 lab fee)

59199 WF 1/16-3/8 online E260
61541 WF 2/20-4/12 online E260
61542 WF 3/20-5/10 online E260
61543 WF 4/17-6/7 online E260

DPR-435 Introduction to C# Programming  
2.4 CEUs  
See the fundamentals of computer programming with the C# programming language. Input/output operations, decision making, looping, and object oriented programming principles are shown. Have the opportunity for hands-on experience using sequential data files, and to build your own very own Graphical User Interface (GUI) application. Requirements: Microsoft-Visual C#, Net Standard 2003, Internet access and basic Personal Computers knowledge. 12 sessions, $125* (includes a $60 lab fee)

59193 WF 1/16-3/8 online E260
61526 WF 2/20-4/12 online E260
61527 WF 3/20-5/10 online E260
61528 WF 4/17-6/7 online E260

DPR-485 Creating Web Pages  
2.4 CEUs  
See how to create and post a website on the Internet in this hands-on, six-week workshop. First, you will be shown the capabilities of the World Wide Web and the fundamentals of web design. Then, see how to plan the content, structure and layout of a website, create pages of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, tables, hot buttons, and animation. Also covered: locations in search engine listings, and no-cost or low-cost web marketing strategies. 12 sessions, $125* (includes a $60 lab fee)

59200 WF 1/16-3/8 online E260
61544 WF 2/20-4/12 online E260

DPR-409 Achieving Top Search Engine Positions  
2.4 CEUs  
An estimated 140 million people use search engines to find products and services every day. One important thing one can do to increase its Website’s traffic is to increase engine ranking. Prerequisite: Experience creating or editing Web pages with HTML or HTML editing software such as FrontPage or PageMill. 12 sessions, $125* (includes a $60 lab fee)

59191 WF 1/16-3/8 online E260
61555 WF 2/20-4/12 online E260
61556 WF 3/20-5/10 online E260
61557 WF 4/17-6/7 online E260

DPR-725 Introduction to Flash CSS  
2.4 CEUs  
Take your graphics skills to a whole new level by adding Flash to your designer toolkit! In this course, you’ll master the basics of creating Flash movies as you learn how to get around in the Flash workspace, create text and graphics, and animate objects on the Flash movie stage. Then you’ll find out how to create interactive buttons with Action-Script 3.0, Flash’s powerful programming language. You’ll also explore using sound and digital video in your Flash movies, as well as creating and animating 3-D objects, syncing sounds with animations, adding special effects, and publishing your Flash movies to the Internet. By the end of the course, you’ll know how to create and publish Flash movies and applications, and you’ll be well on your way to becoming a Flash designer. 12 sessions, $125* (includes a $60 lab fee)

59344 WF 1/16-3/8 online E260
61637 WF 2/20-4/12 online E260
61638 WF 3/20-5/10 online E260
61639 WF 4/17-6/7 online E260

DPR-690 Introduction to Dreamweaver CSS  
2.4 CEUs  
If you want to design professional Websites, this is the class for you! In these step-by-step lessons, you’ll build an in-class Website using Adobe Dreamweaver CSS and in the process, you’ll discover how to plan a Website from the ground up. You’ll work along side an industry professional as you master skills ranging from using Cascading Style Sheets to creating standards-compliant pages. You’ll examine site planning strategies, learn principles of good Web design, and explore Dreamweaver’s best practices for maintaining Websites once they’re online. By the time you’re done, you’ll be using this powerful software tool with skill and confidence. 12 sessions, $125* (includes a $60 lab fee)

59719 WF 1/16-3/8 online E260
61562 WF 2/20-4/12 online E260
61563 WF 3/20-5/10 online E260
61564 WF 4/17-6/7 online E260

DPR-329 Java for the Beginner  
An experienced Java programmer introduces important Java topics with clear, step-by-step instructions. Requirement: Microsoft Windows 98 or better, or Macintosh OS X or better, or Linux; Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at http://www.adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader). You will also need a working copy of the most recent versions of the Java Development Kit (JDK) and BlueJ (free downloads). Download and the installation instructions are available in Lesson 4. 12 sessions, $125* (includes a $60 lab fee)

59187 WF 1/16-3/8 online E260
61520 WF 2/20-4/12 online E260
61521 WF 3/20-5/10 online E260
61522 WF 4/17-6/7 online E260

DPR-651 Intermediate Java Programming  
2.4 CEUs  
Build upon skills introduced in Java for the Beginner class and see how to: read and write data files, organize information with multiple classes in Java’s class hierarchy, and create GUI applications using tools like windows, menus, buttons, text boxes, check boxes, scrolling, and more. Requirements: Completion of Introduction to Java Programming (or equivalent experience); Java SE (Standard Edition) Development Kit (JDK) Version 5 or later, from Sun Microsystems (software must be installed and fully operational before the course begins); Windows XP, Windows Vista, Macintosh OS X, or Linux; Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at
DPR-540 Introduction to PHP and MySQL

2.4 CEUs
See how to create an interactive website, allowing visitors to post and retrieve information provided by you or your site’s visitors. See how to use the PHP programming language to generate dynamic websites that automatically change as your data changes. You will be shown how to use the popular MySQL database server with PHP to store and retrieve data over the Web. Requirements: A PHP and MySQL development environment. During the first lesson in the course, you will be walked through the process of installing WAMP5 software. You can download WAMP5 for free from http://www.wampserver.com/en/ for Windows NT, Windows 2000, Windows Vista (WAMP5 does not support either Windows 98 or Windows Me). Macintosh users will not be able to use the WAMP5 software and must provide their own PHP and MySQL development environment. Prerequisite: Prior HTML coding experience is helpful, but not required. 12 sessions, $125* (includes a $60 lab fee)

59339 WF 1/7-4/30 online E2GO
61550 WF 2/20-4/12 online E2GO
61554 WF 3/20-5/10 online E2GO
61555 WF 4/17-6/7 online E2GO

DPR-383 Introduction to ASP.NET

2.4 CEUs
Learn how to create exciting, interactive, and professional websites with ASP.NET. In this hands-on course, you’ll begin by adding the power of interactive controls to your web pages, and you’ll discover how you can use style sheets to give every web page you create the same clean and consistent look and feel. You’ll find out how to connect to a database and put the information it contains on public display. Then, you’ll develop a true community-based website that allows users to register, log in, create and update profiles, and post messages to a forum. You’ll also explore the issue of web security, and learn some simple things you can do to secure your site against some common attacks. Requirements: Microsoft .NET Framework version 2.0 or better and Visual Web Developer 2005 Express Edition, both available from http://asp.net Windows 2000 (with Service Pack 4), Windows XP (with service Pack 2), or Windows Vista; 192 MB RAM or more, 500 Mbytes Free Disk Space (full installation requires 1.3 GB free disk space). This course is not suitable for Macintosh users. 12 sessions, $125* (includes a $60 lab fee)

59340 WF 1/16-3/8 online E2GO
61553 WF 2/20-4/12 online E2GO
61554 WF 3/20-5/10 online E2GO
61555 WF 4/17-6/7 online E2GO

DPR-672 Introduction to PC Security

2.4 CEUs
What you don’t know about Personal Computers (PC) security really can hurt you! Learn why you’re at risk and what you can do to protect your precious personal and business data from the outside world. This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of Personal Computers (PC) and network security. You’ll be taught the nature of the threats you face, how to assess your vulnerability, how to identify the weak links in your system, and how you can implement simple solutions to minimize your risks. 12 sessions, $125* (includes a $60 lab fee)

59720 WF 1/16-3/8 online E2GO
61654 WF 3/20-5/10 online E2GO
61666 WF 4/17-6/7 online E2GO

DPR-464 Introduction to Perl Programming

2.4 CEUs
This course covers program Web development or system administration. Prerequisites: Prior programming experience. Requirements: Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash and PDF plug-ins (two free and simple downloads you obtain at http://adobe.com/downloads by clicking Get Adobe Flash Player and Get Adobe Reader), a computer on which you can run the course software - the Perl interpreter and the Apache Web Server. The course itself supplies all necessary software for Windows. The software is also available (for free) for many other systems, including Macintosh OS X and Linux, although you’ll need to download, install and configure it yourself if you are running on one of those systems. 12 sessions, $125* (includes a $60 lab fee)

59347 WF 1/16-3/8 online E2GO
61559 WF 2/20-4/12 online E2GO
61560 WF 3/20-5/10 online E2GO
61561 WF 4/17-6/7 online E2GO
DPR-745 Intermediate CSS & XHTML
2.4 CEUs
Take your CSS and XHTML skills to the next level and learn how to create professional-quality Web sites. Find out the methods the pros use to quickly build effective sites that are easy to maintain and modify. Discover the tools and techniques that ensure you have total creative control over every aspect of a site. 12 sessions, $125* (includes a $60 lab fee)

61688 WF 2/20-4/12 online E2GO
61689 WF 3/20-5/10 online E2GO
61690 WF 4/17-6/7 online E2GO

DPR-671 Advanced Personal Computer Security
When is hacking legal? When you use it to secure your own network. This new method of hacking, called ethical hacking or white-hat hacking, uses common and readily available hacking tools and techniques to audit your network so you can locate and close security holes. Whether you’re running a small home network or you’re an enterprise network administrator, this course will teach you how to better protect your system against those who wish to gain unauthorized access. Sooner or later, you know that somebody is going to try and break into your network. Why not learn how hackers think so you can harden your defenses against them? 12 sessions, $125* (includes a $60 lab fee)

59346 WF 1/16-3/8 online E2GO

DPR-746 Introduction to Microsoft Project 2010
2.4 CEUs
Discover how to effectively plan, implement, and control projects using Microsoft Project 2010, the world’s most popular project management software. In these lessons, you will be taught how to use Microsoft Project to think through and organize your project’s details, plan a schedule, sequence tasks, produce a baseline, assign resources and costs, track your progress, identify and analyze variances, and revise your project plan. By the end of the course, you’ll be able to produce a project plan that wows your audience and empowers you to achieve your business goals. 12 sessions, $125* (includes a $60 lab fee)

59718 WF 1/16-3/8 online E2GO
61580 WF 2/20-4/12 online E2GO
61581 WF 3/20-5/10 online E2GO
61582 WF 4/17-6/7 online E2GO

DPR-752 Introduction to CorelDRAW X5
2.4 CEUs
Unleash your creative genius! Learn to draw with confidence, using CorelDRAW to design professional newsletters, greeting cards, web graphics, logos, and exquisite art created from your own photos. In these lessons, you’ll delve into the basics of graphic design as you learn about line and shape tools, color fills, layers, text tools, page layout, templates and import and export functions. In addition, you will discover how to apply special effects including shadows, transparencies, 3D effects, distortions, and PowerClips. Whether you’re designing for business or pleasure, this course will give you all the skills you need to create images of the highest quality. 12 sessions, $125* (includes a $60 lab fee)

59740 WF 1/16-3/8 online E2GO
59741 WF 2/20-4/12 online E2GO
59742 WF 3/20-5/10 online E2GO
59743 WF 4/17-6/7 online E2GO

DPR-747 Introduction to Visual Basic 2008
2.4 CEUs
Visual Basic is the most widely used tool for creating Windows applications. The Visual Basic programming language is very easy to learn, and the Visual Basic 2008 development environment enables you to build Windows applications rapidly. In this course, you will learn how to write Windows applications using Visual Basic 2008. You will also learn principles of object-oriented and event-driven programming that you can use not only with Visual Basic but also with other programming languages you may want to learn. 12 sessions, $125* (includes a $60 lab fee)

59723 WF 1/16-3/8 online E2GO

CST-343 Construction Enterprise Project
4.2 CEUs
This is a capstone class, drawing on the students’ knowledge gained in all the previous construction classes. The format will be a series of projects, rather than lectures, with the students working in teams/pairs. The projects will reflect the “real life” every day workings of a construction company. 14 sessions, $400*

58831 T 1/22-4/30 6-9 p.m. Largo

CST-335 Construction Management 1
4.2 CEUs
This course introduces construction contract management and operations within the construction industry. Emphasis is placed on the responsibilities of middle management in construction. Text required at first class. 14 sessions, $400*

58421 Th 1/24-5/2 6-9 p.m. CAT-310

CST-345 Construction Blueprint Reading
4.2 CEUs
Covers blueprint reading and the interpretation of residential construction and light commercial drawings. Emphasis is placed on architectural, structural, mechanical, and site work aspects of print reading. Text required at first class. 14 sessions, $400*

58821 T 1/22-4/30 6-9 p.m. CAT-312
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.

**CST-346 Build Your Own House**
4.2 CEUs
This course offers an overview of the process of building your own house, or make a major renovation, from concept through design, finance and construction, to turnover. Its purpose is to help the owner maintain control throughout the process by clearly understanding each step and his/her own role. Topics include: how to choose a builder or whether you should be your own general contractor. 14 sessions, $400*

58823  T    1/22-4/30  6-9 p.m.  CAT-310

**CST-354 Construction Planning and Scheduling**
4.2 CEUs
Using computers, this course will provide a comprehensive overview and systems analysis of the requirements and use of planning and scheduling as an effective management tool. Uses Microsoft Project 2007 with special emphasis on the planning process. Text required at first class. Instructor: David Furman. 14 sessions, $400*

58827  Th   1/31-5/9  6-9 p.m.  LCC

**CST-339 Construction Quality Control**
4.2 CEUs
This course offers a general overview of the contractor’s quality control (QC) as it pertains to each trade on the job. Includes documentation, support, and the interaction between construction and QC. Text required. 14 sessions, $400*

58820  M    1/28-5/13  6-9 p.m.  CAT-310

**CST-389 Start Your Own Construction Company**
4.2 CEUs
This class addresses the considerations, steps and decisions required to start a construction company. Some of the main topics are defining a clear company goal, developing a business plan, comparing resources available (time, talent and financial) with requirements, identifying potential customers and what they want. 14 sessions, $400*

58828  M    1/28-5/13  6-9 p.m.  CAT-312

**CST-391 Construction Math**
4.2 CEUs
This is a specialized course designed to review the uses of math in the construction industry. Includes basic computation skills and units of dimension and measurement as they apply to construction core courses. Students need a calculator to do basic arithmetic calculations and square roots. 14 sessions, $400*

58829  W    1/23-5/1  6-9 p.m.  CAT-310

**CST-415 Mechanical and Electrical Systems in Construction**
4.2 CEUs
An overview of the systems in a commercial building: plumbing, Heating, Ventilation, and Air Conditioning (HVAC), sprinkler, elevator, electrical (power, fire alarm, communications and security), and their controls. Explains each system and, more importantly, how they interconnect and interface with each other. The emphasis is on function and understanding more than nuts and bolts. 14 sessions, $400*

58830  W  1/23-5/1  6-9 p.m.  CAT-210

**CONSTRUCTION SKILL TRADES**

**OCU-404 Building Maintenance Engineer: Level 1**
4.5 CEUs
This course covers the basic knowledge needed for entry level positions in building maintenance. May be taken concurrently with OCU-402. Topics will include safety and preventive maintenance procedures; basic math, hand and power tools, general residential repair, i.e. locks, screens, blinds, window glass; hardware and fasteners; basic roofing; basic floors and framing; plumbing; electrical; drywall and painting; ceramic tile; appliances; basic heat and ventilation systems; and convectors and fan coils. Textbook required at first class: Readers Digest New Fix it Yourself Manual. Instructor: Ellis Housden. 15 sessions, $465*

58205  W    1/23-5/8  5-8 p.m.  STC

**OCU-402 Building Maintenance Engineer: Level 2**
4.5 CEUs
This course provides the hands-on training to coincide with the knowledge training provided in OCU-404. May be taken concurrently with OCU-404. Topics will include safety and preventive maintenance procedures; basic math, hand and power tools, general residential repair, i.e. locks, screens, blinds, window glass; hardware and fasteners; basic roofing; basic floors and framing; plumbing; electrical; drywall and painting; ceramic tile; appliances; basic heat and ventilation systems; and convectors and fan coils. Prerequisite: OCU-404. Textbook required at first class: Readers Digest New Fix it Yourself Manual. Instructor: Ellis Housden. 15 sessions, $465*

58206  Th  1/24-5/9  5-8 p.m.  STC

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
Now Offering NCCER Levels 3 and 4
Prince George’s Community College has a new partnership with Associated Builders and Contractors (ABC). If you successfully completed the NCCER Level 2 courses in Electrical, HVAC, Masonry or Plumbing at Prince George’s Community College, you may be able to take Levels 3 and 4 of those trades in combined Prince George’s Community College-ABC courses at the ABC training facility in Hyattsville. We are taking contact information from interested students: e-mail wdce@pgcc.edu or call 301-322-0159 for details.

COMPUTER AIDED DRAFT (AUTOCAD)

CST-394 Introduction to Computer-Aided Drafting with AutoCAD
6.3 CEUs
This course covers the basic concepts of computer-aided drafting using AutoCAD 2012 software to produce basic engineering and architectural drawings. Meets concurrently with credit course ENT-1600. Text required.
29 sessions, $425*

60286  TTh  1/22-5/7  6-8:15 p.m.  CAT-313
60285  MW  1/23-5/8  11 a.m.-1:15 p.m.  CAT-313

(28 sessions)

60287  S  1/26-5/11  8:30 a.m.-1 p.m.  CAT-313

(15 sessions)

CORE SKILLS

OCU-408 CORE: Introductory Craft Skills, Part 1
38.5 CEUs
This course is a prerequisite for all National Center for Construction Education and Research (NCCER) level one carpentry, masonry, painting, and plumbing students. Topics include basic safety, introduction to construction math, basic communication skills and employability skills. 6 sessions, $380*

59823  S  3/2-4/6  8:30 a.m.-4 p.m.  WTC

OCU-416 CORE: Introductory Craft Skills, Part 2
3.5 CEUs
This course is a prerequisite for all National Center for Construction Education and Research (NCCER) level one carpentry, masonry, painting, and plumbing students.

Topics include hand and power tools, construction drawings, and materials handling. 5 sessions, $380*

ELECTRICITY & ADV. ELECTRICAL

Continuing Education Certificate, Construction Electrician
A Continuing Education Certificate in Construction Electricity has been designed to meet the needs of students who seek employment or working toward a career in the construction area of the electrical field. The certificate requires satisfactory completion of the residential wiring and construction electricity programs. Following the award, students should contact the Washington Metro Area Associated Builders and Contractors to complete Levels 3 and 4. The sequence of study is as follows:

• ELC-312 Electrical: Level 2
• ELC-323 Construction Level 2: Part 1
• ELC-324 Construction Level 2: Part 2
• ELC-376 National electric Code: Journeyman Preparation
• CST-431 NEC Update 2011
• ELC-321 Basic electronics and Motor Controls

ELC-312 Electrical: Level 2
5.8 CEUs
This is the first course in the National Center for Construction Education and Research (NCCER) Level 2 electrical curriculum. Topics will include: alternating current, grounding and bonding, circuit breakers and fuses, and electric lighting. Hands-on lab included. Textbook and calculator required. Prerequisite: ELC-322: Residential Wiring, Level 1, Part 3. 17 sessions, $716* (includes a $50 lab fee)

60255  TTh  1/8-3/5  6-9 p.m.  WTC

ELC-323 Construction Electricity 2: Part 1
4.8 CEUs
This course is a continuation of the National Center for Construction Education and Research (NCCER) Level 2 electrical curriculum to prepare students for the construction industry. Topics include: theory and application of AC and DC motors, components, circuits and connections; conduit bending; and selection and sizing of pull and junction boxes and handholes. Prerequisites: Residential Wiring 1, Part 3 and ELC 312. Textbooks required: "Electrical Level 2, 7th ed." and 2011 NEC. 16 sessions, $480*

60256  TTh  3/14-5/14  6-9 p.m.  WTC

ELC-324 Construction Electricity 2: Part 2
3.8 CEUs
This course completes the National Center for Construction Education and Research (NCCER) Level 2 electrical curriculum. Topics include: conductor installations, cable tray, conductor terminations and splices and control systems and fundamental concepts. Prerequisite: Construction Electricity 2, Part 1. Textbooks required at first class session: "Electrical Level 2, 7th ed." and 2011 NEC. 11 sessions, $390*

60261  TTh  5/23-6/27  6-9 p.m.  WTC

ELC-321 Basic Electronics and Motor Controls
5.2 CEUs
This is a basic course designed for journeymen, apprentice electricians, building maintenance engineers, property management, plant operators and facilities maintenance, elevator, escalator, refrigeration and Heating, Ventilation, Air Conditioning (HVAC) service personnel. Students will develop knowledge of how controls are assembled, theory application and review the use of schematics for functional circuits and timers. The NCCER curriculum in electronic theory, motor calculations and motor controls will be covered with preventative maintenance tips throughout the course. Proficiency of 70 percent is required to receive a certificate. Textbook: Electrical Level 4 required at first class. Prerequisite: ELC-301 or knowledge of basic electricity. 16 sessions, $545*

59821  M  1/7-5/13  6-9:15 p.m.  WTC

CST-376 National Electric Code: Journeyman Preparation
4.2 CEUs
This course prepares students for the journeyman electrician examination. Prerequisite: Basic knowledge of the National Electric Code and trade experience. Textbook required at first session and 2011 National Electric Code. 13 sessions, $440*

59822  W  1/8-4/10  6-9:35 p.m.  WTC

Prince George’s Community College ● Transforming Lives ● 301-336-6000 ● www.pgcc.edu
**NONCREDIT SCHEDULE**

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>CST-393</td>
<td>High Reliability Soldering and Fabrication</td>
<td>3.6 CEUs</td>
<td>Hands-on application of industry standards to hand soldering of components to connectors and both through-hole and surface-mount circuit boards. Includes relevant standards, safety and ESD requirements, and inspection techniques. Students who successfully complete the course are eligible for IPC J-STD-001 certification. 9 sessions, $325*</td>
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<tr>
<td>HVC-300</td>
<td>Introduction to HVAC/R, Level 1, Part 1</td>
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<tr>
<td>HVC-331</td>
<td>HVAC/R, Level 1, Part 2</td>
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<td>HVC-334</td>
<td>HVAC/R, Level 2, Part 1</td>
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<td>HVC-335</td>
<td>HVAC/R, Level 2, Part 2</td>
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<td>HVC-336</td>
<td>HVAC/R, Level 2, Part 3</td>
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<tr>
<td>HVC-342</td>
<td>HVAC/R, Level 2, Part 4</td>
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<td>HVC-340</td>
<td>CFC Preparation and Certification</td>
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<td>HVC-400</td>
<td>NATE Certification Testing</td>
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<td>KEY-300</td>
<td>Locksmithing 101</td>
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**WORKFORCE DEVELOPMENT**

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<th>Course Code</th>
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<tbody>
<tr>
<td>HVC-342</td>
<td>HVAC/R Level 2: Part 4</td>
<td>2.7 CEUs</td>
<td>This course completes the National Center for Construction Education and Research (NCCER) Level 2 curriculum for HVAC/R students. Topics include: Basic installation and maintenance practices, sheet metal, fiber-glass, and flexible duct systems. Prerequisite: HVC-336 Level 2, Part 3. Textbook required. 9 sessions, $290*</td>
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<tr>
<td>60075</td>
<td>MW 2/11-3/11 6-9 p.m. STC</td>
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**LOCKSMITHING**

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<td>KEY-300</td>
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<td>KEY-301</td>
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<td>KEY-304</td>
<td>Locksmithing 202</td>
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This 350 hour program provides foundational training in Heating, Ventilation, Air Conditioning and Refrigeration (HVAC/R) systems and recognizes completion of a series of courses designed to prepare HVAC/R technicians for advancement in this growing industry. Once a student has completed these requirements, they should call 301-322-0964 or e-mail westphalia@pgcc.edu for verification and to request a certificate. Certificate requirements include successful completion of the following courses:

**HVC-300 : Introduction to HVAC/R, Level 1, Part 1**
**HVC-331 : HVAC/R, Level 1: Part 2**
**HVC-334 : HVAC/R, Level 2: Part 1**
**HVC-335 HVAC/R, Level 2: Part 2**
**HVC-336 : HVAC/R, Level 2: Part 3**
**HVC-342 : HVAC/R, Level 2: Part 4**
**HVC-340: CFC Preparation and Certification**
**HVC-400: NATE Certification Testing**

**Continuing Education Certificate, General Locksmithing**
This program offers comprehensive hands-on lab and lecture to train individuals for careers in locksmithing. At the conclusion of the program, students will be familiar with impressioning, lock-picking, closed circuit TV, safe lock installation, troubleshooting, and automotive lock opening. A Continuing Education Certificate in General Locksmithing will be issued upon successful completion of the following courses:

- **KEY-300 Locksmithing 101**
- **KEY-301 Locksmithing 102**
- **KEY-305 Locksmithing 201**
- **KEY-304 Locksmithing 202**

Training is held at the Westphalia Training Center, 9109 Westphalia Road, Upper Marlboro, MD 20774.

To be eligible for the program, you must successfully pass a criminal background check. For more information and to receive the background check application, please contact Bree or Mary at 301 322-0964 or westphalia@pgcc.edu or pick one up at the Westphalia Training Center.
KEY-300 Locksmithing 101
4.9 CEUs
This course teaches entry-level locksmithing techniques and the use of hand tools, power tools, and special equipment associated with the trade. Topics will include: a review of key blanks, Kwikset, Schlage and Arrow locksets, key cutting machines, introductory impressioning and picking, auto locks, lock functions and finishes. Prerequisite: Locksmith Criminal Background Screening. Textbook required. 14 sessions, $553* (includes a $100 lab fee)
58210 MW 1/7-2/27 5:30-9 p.m. WTC

KEY-301 Locksmithing 102
4.9 CEUs
This course emphasizes industry standards, ethics, legal issues, life safety codes and basic master keying. Topics include a review of rules of master keying, progression charts, master key cylinders, cross keying, combinations and key punching, mortise locksets and introduction to codes. Prerequisite: KEY-300. Text and tools required by second week. 14 sessions, $553* (includes a $100 lab fee)
58212 MW 3/11-5/1 5:30-9 p.m. WTC

KEY-305 Locksmithing 201
4.9 CEUs
This course covers heavy-duty and specialized locksets, electronic locks, alarm sounding devices, hollow metal door locks, and keyless locksets includes blueprint reading and hardware selection. Master keying will continue on an intermediate level. Prerequisite: KEY-301 or Criminal background screening and commensurate experience working as a professional locksmith. Textbook and tools required. 14 sessions, $553* (includes a $100 lab fee)
58211 Th 1/8-2/1 5:30-9 p.m. WTC

KEY-304 Locksmithing 202
4.9 CEUs
This course focuses on specialty topics within the locksmithing industry. Topics will include: closed circuit television, investigative forensics, safe lock troubleshooting and servicing, basic electricity and access control. Prerequisite: KEY-305. 14 sessions, $553* (includes a $100 lab fee)
58213 Th 3/12-5/2 5:30-9 p.m. WTC

MASONRY

Masonry
If you're interested in our masonry program, please contact us at 301-322-0964 or westphalia@pgcc.edu.

PLUMBING

Continuing Education Certificate, Basic Plumbing
Plumbers install and repair the water, waste disposal, drainage, and gas systems in homes and commercial and industrial buildings. Plumbers also install plumbing fixtures—bathrooms, showers, sinks, and toilets—and appliances such as dishwashers, waste disposers, and water heaters. Prince George's Community College (PGCC)'s program provides the basic skills and knowledge needed for entry-level employment and to launch a career in the plumbing profession. A Continuing Education Certificate in Basic Plumbing is awarded upon completion of:

- OCU-410 Introductory Craft Skills (Core)
- OCU-411 Introduction to Plumbing, Level 1: Part 1
- OCU-412 Introduction to Plumbing, Level 1: Part 2
- OCU-417 Introduction to Plumbing, Level 1: Part 3A
- OCU-418 Introduction to Plumbing, Level 2: Part 3B

Training is provided at the Westphalia Training Center, 9109 Westphalia Road, Upper Marlboro, MD 20774. For more information, please call 301-322-0964 or e-mail westphalia@pgcc.edu.

58207 T 2/26-3/19 6-9 p.m. STC

RESIDENTIAL WIRING

Continuing Education Certificate: Residential Wiring
A Continuing Education Certificate in Residential Wiring has been designed to meet the needs of students who want to upgrade their electrical skills to seek employment in the residential area of the electrical field. The certificate is awarded upon satisfactory completion of:

- ELC-301 Electrical Level 1
- ELC-308 Electricity: Residential Wiring 1, Part 1
- ELC-311 Electricity: Residential Wiring 1, Part 2
- ELC-322 Electricity: Residential Wiring 1, Part 3

OCU-329 Electrical Repair: Basic Skills
1.2 CEUs
This hands-on course introduces the basic skills and techniques needed to repair and maintain an existing electrical system. Topics will include: safety, replacing switches and light fixtures, troubleshooting, electrical tool usage, wire connections and diagrams. Textbook: Step by Step Guide Book on Room Finishing. Instructor: Janaina Rocha. 4 sessions, $125*
58208 T 4/2-4/23 6-9 p.m. STC

ELC-322 Residential Wiring 1, Part 3
3.0 CEUs
This course completes the National Center for Construction Education and Research (NCCER) level I curriculum for electrical students. Topics include raceways and fittings, and conductors and cables, with emphasis on appropriate National Electrical Code (NEC) requirements. Prerequisite: ELC-311. Textbook and the NEC 2011 are required at the first class session. 10 sessions, $350* (includes a $50 lab fee)
58919 MW 1/7-2/11 6-9 p.m. WTC
### STATIONARY ENGINEERING

**OCU-359 Stationary Engineering I**  
4.2 CEUs  
This is a basic course in low pressure boilers and plant equipment. It will prepare qualified operating engineers for the National Institute for the Uniform Licensing of Power Engineer’s (NIULPE) third and fourth class and the Maryland third and fourth class stationary engineer’s certificate. The lectures are supplemented with field trips and on-site study. The course is taught by a chief engineer who holds a Maryland first class stationary engineer certificate and is also a licensed NIULPE instructor and examiner. Textbook: Low Pressure Boiler 3rd Edition and a calculator are required at the first class session.  
13 sessions, $440*

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<th>Code</th>
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<tbody>
<tr>
<td>59968</td>
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### COSMETOLOGY/BRADING/MAKE-UP

#### Cosmetology

This 1500 clock hour program will prepare students with techniques and management skills in the combined areas of the beauty profession which include, but are not limited to: hair care and styling, skin care and make-up, manicure and pedicure techniques as well as business practices and communication skills.  
Upon successful completion of the program, students are eligible to take the state cosmetology license examination. Harmon’s Beauty School will facilitate the PGCC Cosmetology program. Harmon’s Beauty School has offered cosmetology for over 40 years and is approved by the Maryland Higher Education Commission (MHEC). Approximate tuition cost is $6000.00 Additional fees of approximately $1750.00 (registration, entrance exam, textbooks, labs, and cosmetology kit).  
Prerequisites: High School Diploma/ GED or current high school transcript with 2.5+ GPA and successful completion of an entrance exam. Social Security Card and Federal/State identification must be provided at time of exam. To set up an appointment for the entrance exam or have questions answered Call 301-772-2246. Please visit www.harmonsbaytschool.com, Enrollment Services, and click on “Are You Prepared” before scheduling an appointment.

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<tr>
<td>60389</td>
<td>T 2/5-2/22 9 a.m.-5:30 p.m. HBS</td>
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#### Workforce Development and Continuing Education Certificate in Hair Braiding

Prince George’s Community College will award to each student who successfully completes all four levels of classes in the series a Workforce Development and Continuing Education Certificate. When the students complete the final class they should call the Program coordinator at 301-322-0120 to request verification and processing of their certificate.

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<th>Code</th>
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<td>T 2/5-2/26 6-9 p.m. WTC</td>
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#### Braiding in a Salon Environment

The series of four courses is designed to prepare the student to work as a Professional braider in a salon. While the state of Maryland has no licensing requirements for hair braiders, a salon will expect any potential braiding employee to have some formal training. Because this course is for those who wish to be professional braiders, students are expected to successfully pass the skills tests with a minimum of 75 percent. Students must purchase items for their braiding kit, which will be used for all four courses.  
All courses will meet at the Westphalia Training Center, 9109 Westphalia Road, Upper Marlboro, MD 20774. Please note that the courses do not meet current requirements for a license in Virginia or the District of Columbia. For additional information call 301-322-0120. Wear comfortable dark clothing.

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### PERSONAL BRAIDING

**OCU-422 Introduction to Make-Up Artistry**  
This course, designed for personal use, aspiring make-up artists, beauty consultants and sales representatives, will provide individual coaching, demonstration, lecture and hands-on practice for make-up application. Topics will include common skin types, eye and face shapes; how to select the right product; and how to enhance the natural beauty.  
4 sessions, $130* (includes a $20 lab fee)

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<tr>
<td>58767</td>
<td>T 3/12-4/9 6-9 p.m. WTC</td>
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**OCU-423 Advanced Make-Up Artistry**  
This course will incorporate advanced make-up techniques. Topics will include contouring and highlighting, custom blended foundations, airbrush make-up demonstrations; how to enhance the natural beauty for special events: weddings, proms or just a night on the town. Prerequisite: OCU-422 Introduction to Make-Up Artistry.  
4 sessions, $130* (includes a $20 lab fee)

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<td>59702</td>
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**OCU-427 Polished Daytime Make-Up**  
Women who wear make-up everyday will learn new, flattering application tips in this class. Andi Bradshaw, an experienced cosmetologist, will demonstrate how to best use the make-up you currently employ and recommend additional products (not brands) and techniques that will enhance your look. Learn the basics of good skin care and the colors that work best for you. Please bring the make-up and skin care products you use to class.  
1 session, $59 (includes a $40 lab fee)

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**CREATIVE & PERFORMING ARTS**

**CREATIVE WRITING**

**Continuing Education Certificate, Creative Writing**
Prince George’s Community College offers a Continuing Education Certificate in Creative Writing. To obtain the certificate, students must successfully complete a series of five writing classes from the Creative Writing section although a substitution of one technical writing class for one creative writing class is allowed.

**SKB-386 Keys to Effective Editing**
2.4 CEUs
Most published writers will tell you that a good editor is not just helpful, but essential. If you aspire to be an editor, this course will show you the fundamentals of editing for both fiction and nonfiction. If you’re already working as an editor, you’ll not only brush up on your skills, but will also see recent advances in the profession. As this course reviews grammar, punctuation, and style, the student must be fluent in English and have a better-than-average spelling ability. 12 sessions, $125* (includes a $60 lab fee)

59995 WF 1/16-3/8 online E2GO
60480 WF 2/20-4/12 online E2GO
60481 WF 3/20-5/10 online E2GO
60482 WF 4/17-6/7 online E2GO

**SKB-307 The Craft of Magazine Writing**
2.4 CEUs
This class shows the student many of the writing principles and publishing methodology used in the magazine publishing industry. 12 sessions, $125* (includes a $60 lab fee)

60000 WF 1/16-3/8 online E2GO
60489 WF 2/20-4/12 online E2GO
60490 WF 3/20-5/10 online E2GO
60491 WF 4/17-6/7 online E2GO

**SKB-367 Writing Your Life’s Story**
2.4 CEUs
Writing the story of your life can heal, inspire, and entertain. Only you can do it. This course leads you through the process from idea to complete manuscript, helping you write like a pro. 12 sessions, $125* (includes a $60 lab fee)

59993 WF 1/16-3/8 online E2GO

**SKB-393 Beginner’s Guide to Getting Published**
2.4 CEUs
An online class taught by a published writer, this class will present ways to break into the highly competitive writing market. This course will help the student format manuscripts, write query letters, and submit work to publishers. It will also present information on agents, writers clubs, and the future of publishing. 12 sessions, $125* (includes a $60 lab fee)

59996 WF 1/16-3/8 online E2GO
60483 WF 2/20-4/12 online E2GO
60484 WF 3/20-5/10 online E2GO
60485 WF 4/17-6/7 online E2GO

**SKB-448 Online Fiction Workshop-A Blackboard Class**
1.6 CEUs
Veteran writer and successful ghost writer, Julie Mooney, will direct this online class. The orientation session will meet the first day of class from 3-4 p.m., one time only, at the LCC (312 Marshall Ave., Laurel, MD). All remaining sessions will meet online using the Blackboard system. You will see how to construct fiction using the elements of character, motivation, conflict, structure, setting and scene-writing. Crafting dialogue is shown, the art of showing rather than telling, and commercial standards are discussed. 9 sessions, $250* (includes a $40 lab fee)

60871 S 2/2-4/6 online BLBD

**SKB-722 Beginning Writer’s Workshop**
2.4 CEUs
If you’ve always wanted to write but have no idea where to start, this course will demystify the process for you. You’ll get a taste of the writing life, improve your writing skills, and develop new ways to stretch your creative writing. This exciting, hands-on course for the creative writing novice is filled with challenging exercises, expert advice, and plenty of direct support and encouragement. As you work your way through the lessons, you’ll develop your own short, creative fiction or nonfiction piece. 12 sessions, $125* (includes a $60 lab fee)

59999 WF 1/16-3/8 online E2GO
60486 WF 2/20-4/12 online E2GO

**SKB-463 Writeriffic: Creativity Training for Writers**
2.4 CEUs
Do you have a novel, essay or legacy to share in writing? Have you thought of writing, but don’t know how to stay motivated? Are you stumbling with writer’s block? Wonder how to capture characters and plots to make them marketable? This class will ignite your creative energies in simple, fun and easy steps. 12 sessions, $125* (includes a $60 lab fee)

60005 WF 1/16-3/8 online E2GO
60625 WF 2/20-4/12 online E2GO
60626 WF 3/20-5/10 online E2GO
60627 WF 4/17-6/7 online E2GO

**SKB-402 Writing for Children**
2.4 CEUs
Join a former executive editor of Scholastic children’s publishing and discover what you need to know to write for children. In this highly interactive, hands-on course, you will take pen to paper and begin work on your first fiction or nonfiction manuscript. In the process, you will explore the changing world of children’s literature and understand the various formats, whether it’s early readers, picture books, chapter books, middle grade or young adult novels. You will get insights from publishing professionals to gain a better understanding of the needs of today’s market. 12 sessions, $125* (includes a $60 lab fee)

60003 WF 1/16-3/8 online E2GO
60495 WF 2/20-4/12 online E2GO
60496 WF 3/20-5/10 online E2GO
60497 WF 4/17-6/7 online E2GO

**FINE ARTS CREATIVITY**

**ART-316 Introduction to Metal Clay**
0.6 CEU
Curious about Metal Clay? Tiny particles of fine silver suspended in an organic binder and water, creating a pliable material with a consistency similar to modeling clay. Metal Clay can be worked with the fingers or simple tools to create beautiful fine silver. This class is designed to offer basic instruction in metal clay techniques. You will complete your pendant by kiln firing. Torch firing will be demonstrated, so you can continue to work at home without a kiln. No stone setting or inclusions. Have fun creating one-of-a-kind pendant and earrings. This class will not
cover wire wrapping, or adding beads to the pendant to keep the costs to a minimum. Instructor: Barbara Hance. Purchase Class Kit from instructor for $75.26 (package 20 grams Art Clay Silver $65, pair Sterling Silver French Ear wires $6, tax $4.26). Use of tools, paste, textures, work surface, and tumbler during class. 1 session, $55*

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**ART-311 Drawing 1**

The objective of this class is for students to learn to draw what they see. In-class and homework assignments will consist of practice with geometric objects, still life subjects, composition, and silhouette. Students will work in pencil and charcoal. The instructor will provide charcoal and paper for the first class and hand out a supply list needed for subsequent classes. The approximate cost of materials for this course is $40. Instructor: Ricardo Pontes. 5 sessions, $155*

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**ART-312 Watercolor: Landscapes**

This class introduces students to the basic watercolor techniques needed to control the medium, balance composition, and manipulate color. Composition will be taught through still life and landscape studies. The instructor will provide materials for the first class and hand out a supply list needed for subsequent classes. Intermediate and advanced painters are welcome too. The approximate cost of materials for this course is $90. Instructor: Edward Taylor. 5 sessions, $155*

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**ART-313 Oil Painting: Landscapes**

Investigate color mixing and brush techniques in one of the most popular of all art media. Assignments will consist of several quick studies and one sustained project. Both beginning and experienced students are welcome. Students will have the choice of using either oil or acrylic paints. The instructor will provide materials for the first class and hand out a supply list needed for subsequent classes. The approximate cost of materials for this course is $90. However, students should bring the materials currently have for review by instructor to the first session. Instructor: Barbara Mechler. 5 sessions, $155*

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**ART-391 Studio Time**

One and a half hours to practice painting techniques with guided assignments and one-on-one instruction. (To follow ART-312 and ART-313 in the same art room.) 5 sessions, $25

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**ART-392 Design and Create Jewelry!**

Former owner of the Beader’s Workshop will teach you how to design a classic beaded necklace, create stunning wire wrapped bauble rings, and make chandelier earrings. Each student is required to purchase a bead kit complete with everything needed for the three projects from the instructor. Cost for kit is $55. Tools are available for use and purchase. Projects are subject to change. Instructor: Vivian Pollard/Rachelle Martin. 3 sessions, $55

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**ART-303 Fashion Sketching**

Develop exciting fashion sketches to express your design ideas. Starting with the basic fashion figure, this course will cover the rendering and draping of fabrics on the figure. Please bring to class: drawing pad, tracing paper pad (velum is optional), pencils, gum eraser, colored pencils or markers, and fashion magazines. Instructor: Brenda Greene. 2 sessions, $55

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**ART-345 Art and Drawing for the Absolute Beginner**

In this course, an online instructor will guide you through basic art processes including: an exploration of the possibilities of various drawing materials, set up procedures, lighting and rendering techniques, and design and layout methods. This is an online class where the student may not be in the online classroom at the same time the instructor is present. Requirements: Internet access, e-mail, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the Adobe Flash Player and Get Adobe Flash Player and Get Adobe Reader). and any type of computer. Note: Registration is not complete until the student registers and pays at www.pgccc.edu and completes the class orientation at www.ed2go.com/pgcc. 12 sessions, $125 (includes a $60 lab fee)

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**ART-396 Introduction to Anime Cartooning Skills**

This course is designed to quickly immerse students into the world of creating your own manga or comics. Students are introduced to a brief history on comedic art and how it has shaped the modern Japanese manga and anime industry. They will be taught necessary skills in drawing and basic design, visual communication, and finalizing a panel for scan and production. Materials required are a pencil, a ruler, and an ink pen. Optional materials list will be made available to students. Instructor: Shawn Solomon. 4 sessions, $135*

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**GRAPHICS ART & DESIGN**

**DPR-726 Introduction to Illustrator CS5**

2.4 ceus

If you are planning a career as a graphic artist, you need to master Adobe Illustrator CS5—and this course will give you the skills you need to use this powerful software tool with confidence. You will learn how to create infinitely resizable vector images and add stunning effects using blends, brushes, and shading techniques. Find out how to move images between Photoshop and Illustrator, so you can take advantage of the strengths of both programs. You will become skilled in using the Recolor Artwork and Gradient tools, and learn how to draw and trace with the Pen tool. In addition, discover how to work with color, use shortcuts for applying color to images, and add special effects such as 3D to your drawings. Whether you’re a beginner or want to enhance your existing Illustrator skills, this is the course for you! 12 sessions, $125* (includes a $60 lab fee)

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PERFORMING ARTS & MUSIC

COM-347 Voiceovers: Such a Voice

VOICE-OVERS are hot today! You don’t have to be an actor to get voice-over work, but it certainly doesn’t hurt! With such notable talent as Morgan Freeman, Glenn Close, and Alec Baldwin lending their voices to commercials, films, and videos, one would think that it would be next to impossible to break into this field. Not so! You’ll learn about an exciting, new way to get around the competition and actually turn voice-overs into a thriving full or part-time business! Anne Ganguzza will discuss the voice-over business as a whole, the numerous opportunities, the incredible income potential, and will discuss the all-important “demo” and how to have it produced. You’ll step up to the microphone and do some practice recording, and best of all, you’ll hear the results! 1 session, $59

63000 S 3/16-3/16 10 a.m.-12:30 p.m. LCC

MUS-347 Your Guide to the Music Business

This course covers seven essential aspects of music administration - Song Structure, Copyright Laws, Music Publishing, Performance Rights, Songwriter Agreements, Contract Terminology and Industry Sources. Instructions from the workbook and class participation will prepare you with knowledge to protect your rights and entitlements in the music industry. Instructor: Cecil T. Ford 2 sessions, $55*

60262 W 4/10-4/17 6:30-9:30 p.m. Largo

MUS-339 Music Made Easy

As Music Made Easy instructor Marianne Murawski, Ph.D says, “Anyone can learn to recognize different pitches, construct simple chords, and more. The course is designed for those with little or no experience in music, however, those who have a musical background are welcome, as well. Requirements: Internet access, e-mail, and Firefox, Netscape, or Internet Explorer Web browser, and a computer equipped with speakers or headphones. No tuition assistance is available for this class. Registration is not complete until the student registers and pays at www.pgcc.edu and completes the online class orientation at www.ed2go.com/pgcc. 12 sessions, $125 (includes a $60 lab fee)

60409 WF 3/20-5/10 online E2GO

PHOTOGRAPHY

Continuing Education Certification in Photography

The continuing education certificate documents that you have the basic skills and knowledge required to enter the competitive market of digital photography. The courses focus on building your technical skills and enhancing your creativity. To earn this certificate successful completion of the following classes is required:

- PHO-300 Digital Photography the Basics
- PHO-321 Introduction to Photoshop CS6
- PHO-322 Advanced Photoshop CS6
- PHO-315 Light the Essence of Photography
- PHO-316 Using Lighting to Create Spectacular Portraits
- PHO-317 Presentation and Display Techniques for Photographs

Upon successful completion of these courses please call 301-322-0873 or e-mail icerts@pgcc.edu to request your certificate.

CRE-383 Digital Camera Basics Workshop

Start from the very beginning! Learn digital camera operation, photographic principles and get some hands-on experience with your camera. Lunch talk on basic composition principles. Bring your digital camera (charged or with fresh batteries), its manual and a bag lunch with you. Enroll early; class size limited to 16. 1 session, $79

63333 S 4/13-4/13 9:30 a.m.-3:30 p.m. LCC

63333 S 5/11-5/11 9:30 a.m.-3:30 p.m. LCC

63705 S 2/19-2/9 9 a.m.-3:30 p.m. Largo

63708 S 4/20-4/20 9 a.m.-3:30 p.m. Largo

PHO-300 Digital Photography the Basics

In this class students will be shown how to use a digital camera. Topics will include the fundamental elements of aperture, shutter speed and International Organization for Standardization (ISO) speed. Students will
be introduced to composition and lighting, digital pixel displays of images and controlling
the composition of depth. Please bring your
own camera to class. Students will have the
opportunity to have their own work evaluated
by the instructor. There is a $10.00 fee for
printed materials payable to the instructor.

6 sessions, $230* (includes a $125 lab fee)

PHO-310 Adobe Photoshop Elements 9:
Part 1
1.2 CEUs

Tired of red eyes in your photos? Then this
is the course for you. Adobe Photoshop
Elements 9 is the #1 selling consumer photo-
editing software. In this course, the first
of a two part series, you will be shown how to
create extraordinary photos, how to quickly
share your memories in Online Albums and
unique print creations. You will be shown
how to easily organize and protect all your
photo and video clips. Suggested text: The
Photoshop Elements 9 Book for Digital
Photographers by Scott Kelby. Students are
required to bring a USB portable drive to each class. 4
sessions, $155* (includes a $50 lab fee)

PHO-311 Adobe Photoshop Elements 9:
Part 2
1.2 CEUs

This is the second course in the two part
series on Adobe Photoshop Elements 9, the
#1 selling consumer photo-editing software.
Tired of red eyes in your photos? This is
the course for you taught in the format windows.
In this course, you will be taught how to
use the advanced features of the software
including layers and masks. Suggested text:
The Photoshop Elements 9 Book for Digital
Photographers by Scott Kelly. Students are
required to bring a Universal Serial Business
(USB) portable drive to each class. Prerequisite:
PHO-310: Adobe Photoshop Elements 9 Part 1. 4
sessions, $200* (includes a $50 lab fee)

PHO-321 Introduction to Photoshop CS6
2.4 CEUs

Create powerful images with the profes-
sional standard Adobe Photoshop CS6 using
the format MAC. This is the first course in
a two part series designed for professional
photographers or those hobbyists that want
their images to have that professional look.
This software redefines digital imaging
with powerful new photography tools and
breakthrough capabilities for complex image
selections, realistic painting, and intelligent
retouching. Students must have basic
computer skills. Students are required to
bring a USB portable drive to each class.
No text. 8 sessions, $288 (includes a $50
lab fee)

PHO-322 Advanced Photoshop CS6
2.4 CEUs

This is the second of a two part series on
Adobe Photoshop CS6 using the format
MAC, the industry standard for professional
photographers and graphic designers. In
this course, you will be shown how to use
the more advanced features of this powerful
software including special effects, blending
modes, layers, master selection tools and the
Save-for-Web tool. Students are required to
bring a USB portable drive to each class.
Prerequisite: PHO-321: Adobe Photoshop
CS6 Part 1. No text. 8 sessions, $288
(includes a $50 lab fee)

CRE-349 Exploring Digital Photography:
An Online Class
2.4 CEUs

This course provides an introduction to the
technology that revolutionized the photographic
world. Topics will include: the basics of digital
photography, equipment, software, the digital
darkroom, printing, Internet and e-mail use, and
commercial and personal applications. Note: No

9 Part 1.
4 sessions, $200* (includes a $50 lab fee)

63376 TTh 3/5-4/4 6:30-9:30 p.m. CAT-103

PHO-316 Using Lighting
to Create Spectacular Portraits
0.6 CEU

Study the lighting techniques that are needed
to create spectacular portraits. Topics include:
lighting ratios, props, gels, lamps, backdrops,
multi-spot use and creating atmosphere and
mood. A $5 fee payable to the instructor is
due at the first class session. Fee payable
to the instructor is $5

61672 WF 2/20-5/10 online E2GO

PHO-317 Presentation and Display
Techniques for Photographers
0.6 CEU

The presentation of digital images is critical
to its appeal. Topics will include: cutting and
matting, color and material selection, archival
preservation, gallery and museum hanging, and
lighting display methods. Bring in original prints
and artwork for matting, as well as, ready-to-be
framed prints or art work to both sessions.
2 sessions, $80* (includes a $25 lab fee)

61815 Su 3/3-3/10 9 a.m.-12 p.m. MH-1104

PHO-315 Light-The Essence of Photography
1.2 CEUs

Light establishes mood, defines character, and
creates a setting. Discover how professional
photographers manipulate natural and artificial
light sources to enhance and strengthen an
image. Prerequisite: PHO-300: Digital
Photography: The Basics. A $5 fee payable
to the instructor is due at the first class session
for the text. 2 sessions, $150* (includes a $25
lab fee)

61816 WF 1/16-3/8 online E2GO

PHO-316 Using Lighting
to Create Spectacular Portraits
0.6 CEU

Study the lighting techniques that are needed
to create spectacular portraits. Topics include:
lighting ratios, props, gels, lamps, backdrops,
multi-spot use and creating atmosphere and
mood. A $5 fee payable to the instructor is
required for the text. Prerequisite: PHO-300:
Digital Photography The Basics. 1 session,
$80* (includes a $25 lab fee)

61816 Su 4/14-4/14 9 a.m.-4 p.m. MH-1104

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
DPR-713 Introduction to InDesign CS5
Have you ever seen a terrific-looking brochure or newsletter and wondered how it was made? Chances are the designer used Adobe InDesign CS5, the industry-standard desktop publishing software. And here’s the great news: You can produce amazing documents in InDesign yourself, even if you’re a beginner. In this class, you’ll get hands-on experience using InDesign to design and create professional-quality letterhead, business cards, brochures, PDF files that play movies, and more. You’ll discover that you don’t need to be a designer or an artist to produce beautiful documents! 12 sessions, $125* (includes a $60 lab fee)

59744 WF 1/7-3/8 online $260
61634 WF 2/20-4/12 online $260
61635 WF 3/20-5/10 online $260
61636 WF 4/17-6/7 online $260

CRE-363 Secrets of Better Photography 2.4 CEUs
Designed for both film and digital photographers, this course is filled with tips and tricks to help you take better photographs. You will be shown the basic technology that all cameras use, and receive helpful information on exposure and lighting. You’ll also explore strategies for taking excellent photos in all types of situations, including portrait, landscape, macro and still life. 12 sessions, $125* (includes a $60 lab fee)

61673 WF 2/20-4/12 online $260
61674 WF 3/20-5/10 online $260
61675 WF 4/17-6/7 online $260

PHO-318 Photoshop Elements 9 for the Digital Photographer 2.4 CEUs
Bring out the best in your images! Whether you’re making quick fixes or detailed enhancements, Adobe’s Photoshop Elements 9 provides the tools you need to achieve high-quality results. As you master this award-winning software, you’ll learn to edit images on your computer, correct flaws, enhance your final product, create simple art projects, prepare images for e-mail and the Web, and organize your images so you can keep track of them easily. Designed for camera enthusiasts with no photo-editing experience, this course will take you from novice to accomplished user in just a few weeks. Upgrade students are welcome as well! 12 sessions, $125* (includes a $60 lab fee)

59724 WF 1/7-3/8 online $260
62934 WF 5/16-7/7 online $260

VID-308 Videography: Part 1 2.1 CEUs
This course, the first of a two part series offers hands-on camera, lighting and audio training. The student will also receive entry-level training in and examination of the many tools available for non-linear video editing using the Apple Final Cut Pro software program. Take this course before investing in your own equipment or bring your own camera to use during class to improve your skills. 7 sessions, $240* (includes a $45 lab fee)

63353 M 1/28-3/8 6-9 p.m. CAT-137

VID-329 Videography: Part 2 2.1 CEUs
In this class, the second of a two part series, the student will produce and edit a three minute video using pre-and post-production techniques learned in Part 1. The student will be shown how to digitize footage and make a rough cut of a film. Time permitting, the instructor will show students how to upload their films to You-Tube and/or a personal Wiki. Prerequisite: VID-308 Videography: Part 1. 7 sessions, $240* (includes a $45 lab fee)

63354 M 4/1-5/13 6-9 p.m. CAT-137

VID-332 Video Production Techniques 2.1 CEUs
In this hands-on class, students learn the fundamentals of documentary video production from the initial concept, production to final product. The course covers best practices in interviewing, audio, light setups and effective sequencing of shots for documentaries. Students will be shown how to prepare photos for productions, use a green screen and chroma-key in Final Cut Pro. Learn how to present multimedia content on the web and methods currently used by industry for presentation and distribution. Prerequisite: VID-308 Videography, Part 1 and VID-329 Videography, Part 2 or permission from the Information Technology (IT) Coordinator. Text: The Filmmaker’s Handbook, A Comprehensive Guide for the Digital Age. Third Edition. Ascher & Edward Pincus. 7 sessions, $240* (includes a $45 lab fee)

63355 M 4/3-5/15 6-10 p.m. CAT-137

EARLY CHILDHOOD EDUCATION

CHILDOOD EDUCATION

ACE-355 Early Childhood Education: Health, Safety, and Nutrition 3 CEUs
This course covers health, safety, and nutrition from preschool through the primary grades. Students will learn about the importance of nutrition, the development of motor skills, and recommended practices for planning nutri-tious meals. Prerequisite: either ACE-300 or ACE-362 or permission from the instructor. 7 sessions, $210* (includes a $45 lab fee)

63356 W 1/28-3/15 6-9 p.m. CAT-137

ACE-371 Early Childhood Education: Curriculum and Program Planning 3 CEUs
This course covers the philosophy, development, and planning of programs for young children. The course includes a study of the various skills and strategies needed to provide the best possible environment and experiences for young children. Prerequisite: either ACE-300 or ACE-362 or permission from the instructor. 7 sessions, $210* (includes a $45 lab fee)

63357 W 4/1-5/23 6-9 p.m. CAT-137

ACE-381 Early Childhood Education: Child Development 3 CEUs
This course covers the development of children from birth through five years. The course includes a study of the cognitive, perceptual, social, and emotional development of children in early childhood. Prerequisite: either ACE-300 or ACE-362 or permission from the instructor. 7 sessions, $210* (includes a $45 lab fee)

63358 W 6/4-7/26 6-9 p.m. CAT-137

Maryland Child Care Certification & Pre-Service Training
Prince George’s Community College’s child care courses meet the Maryland Child Care Credential requirements established by the Maryland State Department of Education (MSDE) Office of Child Care (OCC). Credentialing courses are organized into topic areas that represent Core of Knowledge requirements as follows:

• Curriculum (C)
• Child Development (D)
• Health, Safety, and Nutrition (H)
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.

NONCREDIT SCHEDULE

NEW REQUIREMENT
90 Hour Pre-School Certificate:
You must register for the following courses to meet certification for teachers (senior staff) in a pre-school program:
• DCR-303: Child Growth and Development
• DCR-304: Curriculum/Activities 45 Hours
• DCR-455: Communication Skills for Child Care Providers

Please read the course descriptions carefully! Many of our courses have a new Placement Test Requirement. To find out more information regarding the placement test prerequisite for Child Care course please call: 301-386-7545.

DCR-534 Legal Implications for Childcare Owners and Operators
1.6 CEUs
Legal implications for Childcare Owners and Operators will be explored. Learn legal liabilities and how owners and operators of Childcare businesses can limit liabilities. Will cover personal liability insurance and the rational for it. Designed for owners and operators of Childcare businesses who want to understand all facets of legal implications for caring for children. 4 sessions, $160*

62858 Th 3/11, 3/18, 3/25, 4/1 6:30-10 p.m. LCC

DCR-537 Healthy Beginnings
1.2 CEUs
Become familiar with and learn to use Healthy Beginnings, a tool that can help you give the very best you can to the infants and toddlers in your life to support learning and development. Specifically designed by MSDE for caregivers and parents of infants and toddlers from birth through age three, Healthy Beginnings is a resource to help you nurture a child’s tremendous potential for learning and growth. Using the Healthy Beginnings guide caregivers learn to identify a child’s stage of development in six domains (Personal, Social, Cognitive, Physical, Language, and Literacy), and the activity planner provides fun, developmentally appropriate activities that builds our youngest children’s skills and promotes learning. Free book with pull out posters provided in class. 112 hours of MSDE Core of Knowledge: 3 hours COM, 1.5 hours PROF, 4.5 hours CUR, 2 hours CD, 1 hour SN.) 2 sessions, $99*(includes a $50 lab fee)

63062 Th 3/16-3/23 9 a.m.-3:30 p.m. LCC

DCR-535 Effects of Domestic Violence on Children
0.4 CEU
The effects of domestic violence on children play a tremendous role on the well-being and developmental growth of children. Not only will you learn how to identify physical, behavioral and emotional symptoms of children who may have witnessed the violence, but you will also learn about local and state resources for both providers and families dealing with the effects of domestic violence. 1 session, $40*

62860 Th 4/18-4/25 6-10 p.m. Largo

DCR-300 Child Care Information Session
If you have questions about which child care courses to take to start a family child care center, to be a director in a center, or how to start working towards your Early Childhood Education degree, then this session will be helpful. Representatives from both the credit and non-credit sides of the college will be on hand to give a brief presentation and answer your questions. This is not the orientation session that the Office of Child Care runs to begin your licensing process. This information session is free, but pre-registration is recommended to reserve your space. 1 session, Free

61442 W 4/17-4/17 6-8:30 p.m. Large

WORKFORCE DEVELOPMENT

• Community (L)
• Professionalism (P)
• Special Needs (S)

For current information credentialing changes and specific educational requirements, contact the MSDE Office of Child Care, Regional Office for Prince George’s County at 301-333-6940 or MSDE 410-767-7852 or visit their website at www.marylandpublic-schools.org/MSDE/divisions/child_care, then click on “Divisions of Early Childhood Development.

Child Care Certification Requirements:
1. Students must either validate previous successful college coursework (with a C or better) or take and pass the reading comprehension placement test at the college testing center before registering for classes. The test is free of charge, students must pick up a Placement Test Referral Form from either Kent Hall, Room 207 or Bladen Hall, Room 126.
2. Students must be able to speak, write, and understand Standard American English at a functional level.
3. Students must purchase their textbooks prior to the first day of class, all textbooks are available at the college bookstore.

Online Course Information:
1. Online courses require the same prerequisites as the traditional class counterparts.
2. All online classes have at least one mandatory campus visit.
3. Must provide a valid e-mail address when registering for the course.
4. Once you have registered for the online class, you will be contacted 3–5 days prior to the class start date with your password and log in for the Blackboard System.

For more information regarding Child Care courses please visit, www.pgcc.edu/go/childcare
DCR-303 Child Growth and Development: 45 Hours
4.5 CEUs
Learn the principles of child growth and development necessary for working with children ages birth through adolescence. Topics include social, emotional, physical, and intellectual development of children. This course provides the first 45 hours of the 90 classroom hours needed to become a teacher in pre-school or school-age programs licensed by Maryland State Department Education (MSDE) Office of Child Care. Perfect attendance is required. Prerequisite: Students must successfully pass the reading comprehension placement test. Textbook information is available at Prince George’s community College Bookstore. Note: All online classes require mandatory campus visits. 6 sessions, $170*

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DCR-455 Communication Skills for Child Care Professionals
0.9 CEU
Communicate with confidence by learning the basic concepts of developing strong communication skills when working in a child care setting. Course provides an introduction to the basic concepts of speaking, writing, interpersonal communication strategies, and critical techniques focusing on communicating with parents, and co-workers. Meets the MSDE Office of Child Care training requirements for senior staff and/or directors in a child care setting. Core of Knowledge: Professionalism and Community. 2 sessions, $80*

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DCR-465 Communication Skills for Child Care Professionals
0.9 CEU
This course gives child care professionals an introduction to the basic concepts of developing strong communication skills when working in a child care center. Topics include speaking, writing, interpersonal communication strategies, and critical reading techniques, with a focus on communication with parents and coworkers, and communication issues that may arise during a typical child care day. This course satisfies the Maryland State Department Education (MSDE) requirement of nine hours of Communication Skills training for child care teacher, assistant teacher, and director certification. You must attend all class hours and successfully complete class assignments to receive a course certificate. 3 sessions, $75* (includes a $40 lab fee)

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DCR-308 CDA Preparation
3.0 CEUs
Are you interested in obtaining your Child Development Associate (CDA) credentials? This class is designed for students who have completed their 90 classroom hours within the last five years and would like guidance with the CDA application process. Students will work on an autobiography, six competency statements, and their resource file completed in their Child Care 90 hour course. For full information on CDA certification, call the Council for Professional Recognition at 202-265-9090 or visit their website: www.cdcouncil.org. 6 sessions, $210*

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DCR-315 Infant and Toddler: 45 Hours
4.5 CEUs
Introduces the philosophy of infant and toddler education with child development theory focusing on how very young children (birth to age three) children grow physically, emotionally, socially and intellectually. Topics also include curriculum planning, goal setting, and selection of age appropriate materials and methods. Shaken Baby Syndrome and Sudden Infant Death Syndrome are also included in this class. This course satisfies the Maryland State Department Education (MSDE) curriculum requirement of 45 hours of Infant/Toddler raining for group and family child care settings. Perfect attendance is required. Prerequisite: Students must successfully pass the reading comprehension placement test. Prerequisite: DCR-303 or completion of a Child Growth and Development course approved by the Office of Child Care. Textbook information is available Prince George’s Community College Bookstore. Note: All online classes have mandatory campus visits. 6 sessions, $185*

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DCR-322 Infant/Toddler Care
5.4 CEUs
Gain the skills necessary to work with infants and toddlers at home or in a child care center and build communication skills to use with parents, co-workers and the public. Topics include growth and development, curriculum planning, goal setting, selection of age-appropriate materials, and methods for infants and toddlers birth to age three. This certification course satisfies the MSDE requirement of 45 hours of infant-toddler training for child care teachers and directors working with infants and toddlers, and also satisfies the 9-hour communication skills requirement. You must attend all class hours and successfully complete class assignments to receive a certificate. Textbook will be provided in class. In this section you will complete part of the course program at Prince George’s Community College.
in the classroom and part online. Attendance is mandatory at all weekly class meetings. Access to a computer and sufficient computer skills to write and submit assignments online are necessary to participate in the course. 7 sessions, $230*

63003 W 2/6-3/27 6:30-9:45 p.m. LCC

DCR-457 Family Child Care Pre-Service Module 1: Child Development 0.4 CEU
Basic child development concepts including stages of child growth and development (birth through adolescence), overview of leading theorist, and overview of learning differences will be examined. This course satisfies Maryland State Department Education (MSDE) Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours. 1 session, $40*

61451 T 2/19-2/19 6-10 p.m. Largo
62980 S 3/2-3/2 9 a.m.-1 p.m. LCC

DCR-458 Family Child Care Pre-Service Module 2: Curriculum 0.4 CEU
Gain a better understanding of the components of family child care curriculum, how to create a developmentally appropriate family child care curriculum, and how to plan and design a family child care home. This course satisfies Maryland State Department Education (MSDE) Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours. 1 session, $40*

61452 Th 2/21-2/21 6-10 p.m. Largo
63636 S 3/2-3/2 1:30-5:30 p.m. LCC

DCR-459 Family Child Care Pre-Service Module 3: Health/Safety/Nutrition 0.4 CEU
Create health and safety policies that are appropriate for the child development curriculum, how to create a developmentally appropriate family child care curriculum, and how to plan and design a family child care home. This course satisfies Maryland State Department Education (MSDE) Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours. 1 session, $40*

61453 S 2/23-2/23 8:30 a.m.-12:30 p.m. Largo
63655 S 3/9-3/9 9 a.m.-1 p.m. LCC

DCR-456 School-Age Curriculum Development: 45 Hours 4.5 CEUs
Discuss curriculum development for school-age children. This course provides the curriculum 45 hours of the 90 classroom hours needed to become a teacher in a school age or before/aftercare program licensed by Maryland State Department Education (MSDE) Office of Child Care. Topics include communication, classroom management and development of a positive self-concept. Examine age appropriate activities to promote optimum development of children in the after school setting. Prerequisite: DCR-305 or completion of a Child Growth and Development course approved by the Office of Child Care, and students must successfully pass the reading comprehension placement test. Perfect attendance is required. Textbook information is available at Prince George’s Community College Bookstore. Note: All online classes require mandatory campus visits. 9 sessions, $185*

61450 S 4/6-5/11 8:30 a.m.-4:30 p.m. Largo
60698 MW 4/29-5/15 HYBID HYLCC
61451 T 2/19-2/19 6-10 p.m. Largo
62980 S 3/2-3/2 9 a.m.-1 p.m. LCC

DCR-466 Child Care Administration for Directors 4.5 CEUs
Gain the skills needed to administer and manage a child care center. Topics include state requirements, compliance standards for physical facilities, licensing, insurance and staffing child care programs. Other topics include record keeping, budget and bookkeeping, personnel selection, training, staff management, and community involvement. Course meets Maryland State Department Education (MSDE) Office of Child Care requirement for 45 hours of administrative training. Prerequisite: Students must successfully pass the Reading comprehension reme test and completed their 90 hour certificate. Perfect attendance is required. Textbook information is available at Prince George’s Community College Bookstore. Note: All online classes require mandatory campus visits. 6 sessions, $185*

60678 S 2/9-3/16 8:30 a.m.-4:30 p.m. LCC
60692 M 4/8-5/19 online HYLCC

DCR-460 Family Child Care Pre-Service Module 4: Special Needs 0.4 CEU
Learn basic information surrounding inclusive child care setting, Americans with Disabilities Act (ADA) requirements, health and behavioral development issues and concerns. This course satisfies Maryland State Department Education (MSDE) Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours. 1 session, $40*

61454 S 2/23-2/23 1:5 p.m. Largo
63616 S 3/9-3/9 1:30-5:30 p.m. LCC

DCR-461 Family Child Care Pre-Service Module 5: Professionalism 0.4 CEU
Discover the importance of policies, handbooks, contracts and supervision. Learn practices for establishing a professional environment that meets Maryland State Department Education (MSDE) Office of Child Care requirements. This course satisfies MSDE Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours. 1 session, $40*

61455 T 2/26-2/26 6-10 p.m. Largo
63616 S 3/16-3/16 9 a.m.-1 p.m. LCC

DCR-462 Family Child Care Pre-Service Module 6: Community 0.4 CEU
An overview will be provided on the importance of developing and maintaining relationships with children, families and the larger community. This course satisfies Maryland State Department Education (MSDE) Office of Child Care pre-service requirement for family child care providers. Also meets the requirements for providers needing continuing clock hours. 1 session, $40*

61456 Th 2/28-2/28 6-10 p.m. Largo
63810 S 3/16-3/16 1:30-5:30 p.m. LCC

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
<table>
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<th>Course Code</th>
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<tr>
<td>DCR-485</td>
<td>Medication Administration</td>
<td>0.6 CEU</td>
<td>Gain skills to administer medications safely to children in child care centers and family child care homes. This state-approved curriculum provides six clock hours of Maryland State Department Education (MSDE) Core of Knowledge: Health, Safety and Nutrition and addresses National Association for Education of Young Children (NAEYC) standards for program accreditation. Topics include practices and procedures for administering over-the-counter and prescription medications in accordance with state child care licensing requirements; instruction is provided by qualified health professionals. MSDE Medication Administration handbook provided in class. Core of Knowledge: Six clock hours. Health Service Nurse (HSN). 1 session, $69* (includes a $15 lab fee)</td>
<td>63011</td>
<td>S</td>
<td>2/16-2/16</td>
<td>9 a.m.-3:30 p.m.</td>
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<tr>
<td>DCR-532</td>
<td>Shake It Senorita: Teaching Children Fitness, Fun and Healthy Living</td>
<td>0.6 CEU</td>
<td>With childhood obesity on the rise, we must find a way to change the way children feel about fitness. Shake It Senorita is a course where providers can learn about national campaigns to reduce childhood obesity and learn how to teach lifelong lessons in fitness and nutrition. Focus will be on NEW and innovative activities to engage even the youngest of children in a more active lifestyle. Content Area H. 1 session, $65*</td>
<td>61439</td>
<td>S</td>
<td>4/13-4/15</td>
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<tr>
<td>DCR-464</td>
<td>Emergency Preparedness Training</td>
<td>0.6 CEU</td>
<td>This training is designed for child care center staff, family child care providers, and informal providers. Successful completion requires completion of a written emergency plan for center room, program, family child care program or informal program. This training will build upon basic child care licensing requirements and address additional areas of concern that are now in the forefront of emergency preparedness planning. 1 session, $40* (includes a $40 lab fee)</td>
<td>63009</td>
<td>S</td>
<td>3/23-3/25</td>
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<tr>
<td>DCR-349</td>
<td>Hot Topics: Autism Disorder</td>
<td>0.2 CEU</td>
<td>This course will give students a snapshot of the American with Disabilities Act and how Autism plays a role. What is Autism and Autism Spectrum Disorder? What are early interventions and how can we implement them? Tips will be given for working with both families and children with Autism. 1 session, $25*</td>
<td>61507</td>
<td>W</td>
<td>3/13-3/13</td>
<td>7-9 p.m.</td>
<td>Largo</td>
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<td>DCR-527</td>
<td>Asthma and Allergies Training for Child Care</td>
<td>0.6 CEU</td>
<td>Become better prepared to assist children with asthma and allergies while in your care and provide a healthier program environment. Children with asthma and allergies are increasingly receiving care in licensed programs, and these children often require special care arrangements. This MSDE-approved course provides information and skill training appropriate for child care providers. MSDE Core of Knowledge: 6 clock-hours Special Needs. 1 session, $69* (includes a $15 lab fee)</td>
<td>63014</td>
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<td>2/23-2/23</td>
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<tr>
<td>DCR-529</td>
<td>Teaching Pre-School: A Year of Inspiring Lessons</td>
<td>2.4 CEUs</td>
<td>This course is designed for those who are teaching or want to teach pre-schoolers. This course will provide you with solid lesson plan templates and many interchangeable activities to choose from—plenty of inspiration to take you and your students from September to May! You will be provided with learn over 100 circle-discussion, art, literacy, fine and large motor skills science and music activities that you can take into your classroom right away! 12 sessions, $125* (includes a $60 lab fee)</td>
<td>60417</td>
<td>WF</td>
<td>4/17-6/7</td>
<td>online</td>
<td>E2GO</td>
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<tr>
<td>DCR-538</td>
<td>Where Literacy Begins</td>
<td>0.8 CEU</td>
<td>Four session workshop for parents and caregivers of children from birth to three. Each workshop is based on the milestones of early learning, and focuses on how to best nurture young children’s development. The workshops are offered as a community service of the WETA Kids Channel. Free Materials provided. Topics include: Baby Basics, Building Early Language Skills, Pre-Reading Skills, and Baby Music. 4 sessions, $13 lab fee</td>
<td>63394</td>
<td>W</td>
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<td>SKB-435</td>
<td>Praxis 1: Test Preparation</td>
<td>2.4 CEUs</td>
<td>This intensive course will introduce the format and scoring of Praxis 1. All candidates seeking initial teacher certification take Praxis 1, an exam which includes three tests that assess the teacher candidates knowledge of reading, writing and mathematics. Sessions will offer content lectures, test-taking strategies and timed practice. Textbook required at first class: The Praxis Series Official Guide (ETS). 4 sessions, $210*</td>
<td>62766</td>
<td>S</td>
<td>2/23-3/16</td>
<td>9 a.m.-3:30 p.m.</td>
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<td>SKB-443</td>
<td>Praxis I Preparation</td>
<td>Are you a prospective teacher who needs to pass the Praxis I Exam? If so, this is the course for you! This course will develop all the skills needed as you review and prepare for everything the test includes. Improve your reading, writing, and math skills in preparation for all three parts of the Praxis I exam. The course will cover useful test-taking strategies and plenty of practice test questions. Also included will be the opportunity to take full-length practice tests. 12 sessions, $125* (includes a $60 lab fee)</td>
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<td>E2GO</td>
<td>$125*</td>
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<td>SKB-416</td>
<td>Survival Kit for New Teachers</td>
<td>2.4 CEUs</td>
<td>This course is for teachers who are new, already teaching, newly credentials graduates, or substitutes looking to transition to full time. Topics will include: time-tested tools, tips, and tricks to make the beginning years in the classroom a breeze. Teaching is a balancing act and it requires a blend of subject expertise and classroom skills to teach the diversity of learners. Also covered will be the particulars of running a motivational classroom. 12 sessions, $125* (includes a $60 lab fee)</td>
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<td>SKB-437</td>
<td>The Creative Classroom</td>
<td>2.4 CEUs</td>
<td>This course will cover creativity in the classroom and ways to use it to teach reading, writing, visual arts, performing arts, social studies, science, mathematics, and physical and health education. Topics will include creative new approaches to field trips, learning labs, activities, exercises, assignments, evaluation methods and ways to think beyond the textbook and tap into the hidden talents of the students. 12 sessions, $125* (includes a $60 lab fee)</td>
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<td>SKB-431</td>
<td>Strategies for Teaching Students with Autism</td>
<td>2.4 CEUs</td>
<td>This course is designed for individuals pursuing professional development training in education and provides practical strategies to help students with Attention Deficit Hyperactivity Disorder (ADHD) to control their behavior and succeed in school. Learn relatively simple adaptations in space, structure, rules and expectations for dealing with students with ADHD.</td>
<td>60421</td>
<td>WF</td>
<td>2/20-4/12 online</td>
<td>$125* (includes a $60 lab fee)</td>
<td></td>
</tr>
<tr>
<td>SKB-433</td>
<td>Reading Strategies That Work</td>
<td>2.4 CEUs</td>
<td>This course will cover intervention strategies for struggling readers in the classroom. Topics include: how to help students with phonics, fluency, vocabulary mastery, comprehension, and writing. These intervention strategies tackle the toughest literacy problems with flexibility and creativity.</td>
<td>60415</td>
<td>WF</td>
<td>4/17-6/7 online</td>
<td>$125* (includes a $60 lab fee)</td>
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<tr>
<td>SKB-475</td>
<td>Creating the Inclusive Classroom</td>
<td>2.4 CEUs</td>
<td>This course will cover the skills needed to create a welcoming classroom setting, and using educational aids and technology. And finally, we will discuss classroom discipline, talk about creating tests, and look at tools you can use to measure your students' performance. If you are training to teach adults, the information and hands-on activities in this course will give you the confidence you need to succeed-and you will know all the tricks and techniques for winning over this fun, exciting, and very demanding group of students.</td>
<td>60414</td>
<td>WF</td>
<td>3/20-5/10 online</td>
<td>$125* (includes a $60 lab fee)</td>
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<tr>
<td>SKB-476</td>
<td>Solving Classroom Discipline Problems 2</td>
<td>2.4 CEUs</td>
<td>This course covers skills for teachers to deal effectively with serious discipline problems and help even the most challenging students make more responsible choices. How to use a new research-based, six-step approach to solve severe and chronic discipline problems such as bullying, fighting, using abusive language, stealing, and refusing to work will be covered. Real-life examples for elementary, middle, and high school classroom situations will be demonstrated so that teachers will see how to put the ideas into action.</td>
<td>59790</td>
<td>WF</td>
<td>1/16-3/8 online</td>
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<tr>
<td>SKB-477</td>
<td>Solving Classroom Discipline Problems 1</td>
<td>2.4 CEUs</td>
<td>Why do some teachers enjoy peaceful, orderly classrooms while other teachers face daily discipline battles? The answer is that many teachers have not been taught the secrets to solving discipline problems. This course reveals those secrets and presents a step-by-step approach to effective, positive classroom discipline. Teachers continually rate this course one of the most valuable they have ever taken.</td>
<td>59789</td>
<td>WF</td>
<td>1/16-3/8 online</td>
<td>$125* (includes a $60 lab fee)</td>
<td></td>
</tr>
<tr>
<td>SKB-478</td>
<td>Teaching Adult Learners</td>
<td>2.4 CEUs</td>
<td>If you are excited about the challenge of reaching and teaching adult learners, you’re in the right place! In this course, you will discover ways to motivate adult students by tapping into their learning styles, interests, and needs. In addition, you’ll learn dozens of powerful teaching techniques that will keep your adult learners excited and help them absorb your material effortlessly. We will also talk about planning your course, creating a welcoming classroom setting, and using educational aids and technology. And finally, we will discuss classroom discipline, talk about creating tests, and look at tools you can use to measure your students’ performance. If you are training to teach adults, the information and hands-on activities in this course will give you the confidence you need to succeed-and you will know all the tricks and techniques for winning over this fun, exciting, and very demanding group of students.</td>
<td>60414</td>
<td>WF</td>
<td>3/20-5/10 online</td>
<td>$125* (includes a $60 lab fee)</td>
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<tr>
<td>SKB-479</td>
<td>Creating a Classroom Website</td>
<td>2.4 CEUs</td>
<td>This course is designed for individuals pursuing professional development training in education and provides instruction on how websites can be created to extend education beyond the classroom. Your website will contain text, images, animations, tables, links and more.</td>
<td>59789</td>
<td>WF</td>
<td>1/16-3/8 online</td>
<td>$125* (includes a $60 lab fee)</td>
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</table>

**ESL, ENGLISH & WRITING SKILLS**

New: Transition ESL Classes

Are you ready to take your English skills to the next level? Transition ESL is for you if...

- You are confident of your English speaking skills to navigate within the community and your workplace, and you want to improve your English reading, grammar and vocabulary, OR
- You took the Michigan Test at the college and scored a 45 or below, OR
- You are enrolled in Academic ESL 0811 or 0821 and need additional support

The Transition ESL program offers courses in...

- English Pronunciation and Fluency
- Reading and Writing for Life and Work
- US Citizenship Preparation
- Bridge to College Success
- Other classes are in development

The cost for these courses is...

- $75-$200 tuition, depending on the course
- $50-$100 per course for textbooks

For more information, please e-mail adulteducation@pgcc.edu or call 240-508-7204.
Adult Education ESL classes
Prince George’s Community College also offers Adult Education ESL classes. Adult Education ESL is for you if...

- You would like to develop your speaking and understanding of English for life or work, OR
- You would like to develop your English language skills for employment, OR
- You would like to develop your English skills to assist your children in their school life

Adult Education ESL courses offer...
- Instruction and practice in speaking and understanding English
- Instruction in reading, writing and grammar in real-life contexts

Courses are available at locations around Prince George’s County, with classes available weekday evenings (two or three evenings a week), weekend mornings (three days a week) and Saturday mornings.

There is no tuition for most Adult Education ESL courses. Students spend approximately $45 per class for books.

For more information on these classes, please visit www.pgcc.edu/go/adulteducationesl, or call 301-322-0891

ESL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)

LGE-460 Workplace English Language Enrichment
2.0 CEUs
This course prepares students to enter the employment market or to feel more comfortable in other workplace development programs. LGE-460 is taught by certified teachers of English as a Second Language and focuses on specific language skills for the workplace: listening, speaking, reading comprehension, and basic writing skills. Classes are small and allow a comfortable, encouraging atmosphere in which we can successfully help you reach your employment goals! Course materials are included. 10 sessions, $210*

<table>
<thead>
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<th>Days</th>
<th>Start Date</th>
<th>Time</th>
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<td>60466</td>
<td>M-F</td>
<td>1/6-4/26</td>
<td>1:30-2:30 p.m.</td>
<td>Largo</td>
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</table>

ENGLISH

OFC-347 Grammar Refresher
2.4 CEUs
Gain confidence in your ability to produce clean, grammatically correct documents and speeches. Through the use of definitions, examples, and many reinforcing exercises, Grammar Refresher will cover the basics of English grammar. A patient instructor, memorable lessons, vivid examples, and interactive exercises will give you ample opportunity to put everything you learn into practice. 12 sessions, $125* (includes a $60 lab fee)

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<th>Time</th>
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<td>60464</td>
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<td>3/20-5/10</td>
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<td>4/17-6/7</td>
<td>1:30-2:30 p.m.</td>
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OFC-349 Keys to Effective Communication
2.4 CEUs
This course will help you build rapport, trust, warmth, and respect through conversation. You will work step by step through the process of becoming a great conversationalist. 12 sessions, $125* (includes a $60 lab fee)

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<th>Course Code</th>
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<th>Start Date</th>
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<td>4/17-6/7</td>
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</table>

MGT-602 Grammar and Proofreading
1.8 CEUs
This course provides an opportunity to improve your grammar and proofreading skills. This course offers an in-depth look at the professional writing process and common writing problems. You will study basic parts of the sentence and learn about incomplete sentences, fragments, and run-on sentences. The course offers a review of punctuation, capitalization, abbreviations, italics, hyphens, spelling, verb usage, common word pitfalls, and effective proofreading. This course is recommended but not required to take Business Writing Intensive. 6 sessions, $190*

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<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>Time</th>
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<td>Largo</td>
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</table>

ENR-537 Speaking with Confidence
2.4 CEUs
Purge your fears and gain more confidence speaking before groups. This information-packed course, led by professional speaker and humorist Allan Misch, helps you to learn a fascinating new process to rapidly eliminate or severely reduce speaking anxieties. Gain confidence by applying powerful speech, organization, and practice strategies. 1 session, $84* (includes a $15 lab fee)

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<th>Time</th>
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<td>60012</td>
<td>M-F</td>
<td>1/12-1/12</td>
<td>9 a.m.-4 p.m.</td>
<td>LCC</td>
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</table>

COM-320 At Ease with Public Speaking
1.2 CEUs
This course provides six weeks of fun designed to literally get you up off your feet. Weekly practice in speaking making and short-talk presentations will transform even the most veteran of public speakers into prize winners. Excellent training for those who want to add polish to everything from job interviews or boardroom presentations. 5 sessions, $145*

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<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
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<td>W-F</td>
<td>2/9-3/9</td>
<td>9-11 a.m.</td>
<td>Largo</td>
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</table>

COM-350 At Ease With Public Speaking: Part 2
1.2 CEUs
This course is a continuation of At Ease with Public Speaking 1 and provides six weeks of fun designed to literally get you up off your feet. Weekly practice in speech making and short-talk presentations will transform even the most veteran of public speakers into prize winners. Excellent training for those who want to add polish to everything from job interviews or boardroom presentations. 5 sessions, $145*

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<th>Course Code</th>
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<th>Time</th>
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<td>F-S</td>
<td>3/23-4/27</td>
<td>9-11 a.m.</td>
<td>Largo</td>
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</table>

ENR-548 Present Your Best You!
Each day, in the course of work or search for work, family relationships, daily interactions and community involvement, your speaking skills are put to use. Join Helane Jeffreys of Voice for Success, Inc. to expand those skills to a new level of effectiveness. You will be shown how to present and receive instant feedback on your volume, pitch, eye contact, pauses, and pace. Learn new voice and body language skills that will improve your credibility and confidence. 3 sessions, $85

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<tr>
<th>Course Code</th>
<th>Days</th>
<th>Start Date</th>
<th>Time</th>
<th>Location</th>
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<td>63335</td>
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<td>5/16-5/30</td>
<td>6:30-9 p.m.</td>
<td>LCC</td>
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</table>
WRITING

MG-434 Business Writing Intensive
1.8 CEUs
This course uses the systematic five step writing process that includes preparation, research, organization, writing a draft, and revision. Students view real-world examples of business writing and practice writing effective memos, letters, reports, news releases, meeting minutes, sales letters, and more! Prerequisites: MGT-602: Grammar and Proofreading (recommended) or OFC-347: Grammar Refresher. Text required: The Business Writer’s Handbook, 9th ed. (St. Martin’s Press). 6 sessions, $190*

ENRICHMENT & PERSONAL GROWTH

STUDENT SUCCESS

SKB-345 Preparing for the SAT
This course has been professionally designed and developed by the nationally acclaimed Fairfax Lectern. It emphasizes how to respond to the analogies, sentence completion, and critical reading sections of the test and reviews concepts in arithmetic, algebra, and geometry. The student should have some background in introductory algebra and plane geometry to benefit from this course. All students must be 16 years or older. Text required and calculator required. 4 sessions, $145*

SKB-355 GRE Preparation, Course 2: Quantitative
This course features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the Graduate Record Examination (GRE). 12 sessions, $125* (includes a $60 lab fee)

LIFESTYLE

ENR-554 De-Clutter Your Home
Got too much stuff? Not enough time to do things you enjoy? Feel overwhelmed? This course is for you! Learn how to plan a de-cluttering project and eliminate excess stuff. See live demonstrations of creating systems for storage and maintenance. Bring your biggest clutter challenge–leave with de-cluttering techniques you can apply right away. Instructor: Donna Cameron 1 session, $30*

ENR-437 Fit and Fabulous in 15 Minutes
Are you stressed out? Overworked? Would you like to be Fit and Fabulous in 15 Minutes? Come learn the secrets, get the theories and even try a bunch of the exercises that will change your routine forever in this interactive combination lecture and workout class. Learn secrets from the international modeling

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
industry to be slim and trim and have fabulous skin. You can learn to sneak in exercise at the
gym or at the office so you never diet. Learn the
benefits of these amazing secrets and how they
can battle stubborn health issues like diabetes,
high cholesterol and osteoporosis; relieve joint
aches and arthritis; even balance hormones and
brain activity so you can think more clearly and
get more done at work. All these topics plus
and extended question and answer. Instructor:
Klona Leah. 1 session, $30

ENR-427 Past Life Regression and
Future Life Progression
Experience a first hand review of your past
lives and a peek into your soul’s future lives.
Deepen your understanding of your current
life. Instructor: Gena Wilson, LCSW, Hypnotherapies, Psychics, Angel messenger
and Animal Communicator. Instructor: Gena
Wilson, LCSW. 1 session, $25

ENR-362 Interpreting Your Dreams
This seminar will offer easy guidance into
the world of dream interpretation. Dreams
are powerful indicators that provide us with
insight about our lives. Learn the five basics
to unlocking the meaning of your dreams
and find out how to utilize your dream life
to receive answers from your higher self.
Instructor: Gena Wilson LCSW. 1 session, $25

ENR-461 Meditation
Use the basics of meditation with easy
techniques to attain a deep level of relaxation.
Lean five methods of meditation including
guided meditations. Instructor: Gena
Wilson, LCSW. 1 session, $25

ENR-520 Introduction to Reiki
Energy Healing
Experience Reiki and learn the history and
methods used for spiritual healing. Tap your
own sacred healing abilities. Instructor: Gena
Wilson, LCSW. 1 session, $25

ENR-533 A Family Affair
This Family Reunion and Oral History work-
shop is designed to lay the groundwork for
planning a family reunion and how to use this
special time to make the memories last a lifetime.
Participants will be taught how to plan a one-
three day reunion, interview relatives for valuable
family history, work with a committee, create a
budget, and arrange activities for all age groups.
Also, discover ways to share family antidotes,
history through photographs, family bibles, and
create a family tree. Instructor: Nathania Branch
Miles. 1 session, $30

ENR-546 Humoritis Laughingitis:
Effectively Using Humor/Achieve
Personal Happiness
How can you reduce stress, enhance interpersonal
relationships, and improve the overall quality
of your life? The answer is through humor. This
comedical adventure will provide tips, techniques,
and strategies for effectively using humor in your
everyday life. You will participate in a variety
of humor activities and exercises that will not only
have a positive impact on your psyche but also
prevent you from running away from your family
and joining the witness relocation program!
All sense of humors are welcome! 1 session, $30

ENR-552 Strategic Couponing
Can save (those who do it) a lot of money. Regu-
larly save 50-70 percent when you shop! Discover
ways to find, sort, and organize your coupons for
maximum savings. Topics that will be covered
include couponing basics, arithmetic, lingoo, poli-
cies, stockpiling vs. hoarding, the hidden cost,
grocery store & pharmacy shopping and Q&A
sharing. Whether you are a new couponer
or an avid couponing veteran, you will be able to
learn strategies to maximize your savings.
Instructor: Sharon Conway. 1 session, $30

ENR-553 Thinning Your Vinyard
to Choosing a Better Life
Using the time-honored method of “thin-
ning” developed by vineyard owners who
implement an annual “thinning and sucker-
ing,” to make their grape crops sweeter and to
produce a higher yield, we will assess situ-
tions and challenges that need “thinning” in
your life and develop useful strategies specific
to you. Learn how to mitigate “life sapping
people and situations with the end result
of more energy and joy. Instructor: Yarrow,
Certified Feng Shui Practitioner, Author &
Speaker 1 session, $30

FIN-345 Introduction to Stock Options
This course will teach you how to evaluate,
buy, sell, and profit with investment tools
that were once thought to be only for the
pros. Protect your portfolio and profit in a
down market, and up market, or even a flat
market and leverage your investment dol-
ars for potential profits that surpass those
possible with stocks. 12 sessions, $125*
(includes a $60 lab fee)

59970 WF 1/16-3/8 online  E2GO
59634 WF 2/20-4/12 online  E2GO
59635 WS 3/5-5/10 online  E2GO
59636 M 4/7-6/7 online  E2GO

FIN-346 Personal Finance
Protect your assets and discover how best to
achieve all your financial goals. Topics will
include: how to create and use a budget,
borrow and invest wisely, make intelligent
decisions about insurance and plan for your
financial future, the essentials of household
bookkeeping and record-keeping require-
ments. This course will help you discover
the secret to understanding and controlling
your credit rating to save money and increase
your financial security. 12 sessions, $125*
(includes a $60 lab fee)

59971 WF 1/16-3/8 online  E2GO
59637 M 2/20-4/12 online  E2GO
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<td>FIN-311</td>
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**FIN-359 Little Known Secrets of Paying for College**
Learn how to send your child to the college of his/her dreams without bankrupting your retirement. Debut myths such as in-state schools being more affordable than private schools. Learn how college Financial Aid (including FAFSA and CSS Profile) is calculated. Learn strategies for repositioning your assets to minimize the amount the government determines you can afford to pay. Find out how to use the IRS to fund college through “tax scholarship.” Gain the tools and knowledge to meet your goal 1 session, $59

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**FIN-311 Getting Wise About Credit**
No more misinformation. No more myths. In this course, you will gain an understanding about how credit scores affect you and consumer credit laws that protect you, what's in your credit report and steps to improve your credit score, methods for do-it-yourself credit repair and safeguarding your credit. It will benefit you if you want to strengthen your position to qualify for credit, resolve credit disputes or get a new job. As a parent of college-bound students, it will help you get wise to know before you owe! Instructor: Sharon Jones 4 sessions, $95*

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**FIN-340 Key to Successful Money Management**
If you're interested in discovering how most wealthy people amassed their fortunes, this is the course for you. Contrary to popular opinion, most people don't achieve true wealth through luck or an accident of fate. Just about anybody can build wealth. All it takes is organization, discipline, and a firm knowledge of how to proceed. If you're serious about accumulating a sizable nest egg and living the life of your dreams, this course will supply you with the knowledge and skills you'll need to succeed. 12 sessions, $125 (includes a $60 lab fee)

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**FIN-359 Little Known Secrets of Paying for College**
Learn how to send your child to the college of his/her dreams without bankrupting your retirement. Debut myths such as in-state schools being more affordable than private schools. Learn how college Financial Aid (including FAFSA and CSS Profile) is calculated. Learn strategies for repositioning your assets to minimize the amount the government determines you can afford to pay. Find out how to use the IRS to fund college through “tax scholarship.” Gain the tools and knowledge to meet your goal 1 session, $59

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**RES-325 Real Estate Investing**
Do you want to invest in real estate but have no money and no idea where to start? In this course you will explore how to find, finance and negotiate a deal and how to invest in lease options, foreclosures, quick flips, rehabs and mobile homes. Most importantly, you will finish the course with a specific game plan tailored to your individual goals that will put you well on your way to finding your first (or next) deal. 12 sessions, $125* (includes a $60 lab fee)

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**ATH-318 Hand Dancing: Part 1**
Experience the beauty and concentrated power of the African American art form of hand dancing. It is a safe, enjoyable, and challenging way to help develop a lifestyle of wellness. Minimum eight students. 8 sessions, $105 (includes a $40 lab fee)

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**ATH-373 Hand Dancing: Part 2**
Experience the beauty and concentrated power of the African American art form of hand dancing. It is a safe, enjoyable, and challenging way to help develop a lifestyle of wellness. Minimum eight students. 8 sessions, $105 (includes a $40 lab fee)

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**ATH-362 Line Dancing**
This is non-partner dancing in which a group of people dance a pre-choreographed sequence of movements in unison. The choreography is simple, so anyone can enjoy the dance experience. Instructor: Andi Johnson. 8 sessions, $105 (includes a $40 lab fee)

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**ATH-377 Line Dancing, Intermediate**
This course is a continuation of Line Dancing for Beginners. 8 sessions, $105 (includes a $40 lab fee)

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**WELLNESS**
Yoga is designed to integrate postures and poses with core strengthening exercises of Pilates. Participants realize leaner muscles, improve posture and stronger core muscles. There are benefits for all ages, especially people with muscle and joint problems. 8 sessions, $105 (includes a $40 lab fee)

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
**HES-451 Personal Trainer: National Certification**
4.5 CEUs
Whether a career move or for your own personal knowledge get all the information you need to become a Certified Personal Trainer. This challenging course is taught over a 8-week period for better retention and skill competency. The National Exam is held on the 9th week. This course is formatted as a 62-hour program and is comprised of 16 hours of lecture, 16 hours of practical training and a 30-hour internship. It covers topics including biomechanics, exercise physiology, fitness testing, equipment usage and health assessment. CPR/AED is needed to receive the certificate. W.I.T.S. is the only major certifying body in the country providing comprehensive practical training and internship components. Textbook is required and not included in course fees. Fitness Professional’s Handbook, 6th edition $84 plus $6.95 tax/ship/handling total cost $90.95. * Call to order and start reading immediately 1-888-330-9487 (www.witseducation.com) 9 sessions, $689* (includes a $499 lab fee)

60866 Su 2/24-4/28 9 a.m.-2 p.m. Largo

**HES-368 Weight and Strength Training for 40+ Adults**
Build stronger bones, reduce the risk of heart disease, tone and firm those muscles and look better overall! Students will purchase their own weights to practice at home and should bring them to class. 8 sessions, $105 (includes a $40 lab fee)

60862 TTh 1/22-2/14 8-9 p.m. Largo
60863 TTh 4/9-5/2 8-9 p.m. Largo

**ATH-376 Zumba Exercise Class**
Zumba is a fusion of body sculpting movements with easy to follow dance steps to the tune of Latin and International music. The routine features aerobic/fitness interval training with a combination of fast and slow rhythms that tone and sculpt our body. Zumba utilizes the principles of fitness interval training and resistance training to maximize caloric output, fat burning, and total body toning. 8 sessions, $105 (includes a $40 lab fee)

60864 T 1/22-3/12 7-8 p.m. Largo
60865 T 4/2-5/21 7-8 p.m. Largo

**HES-347 Reflexology**
Reflexology is the art of touching specific areas of the hands and feet to reduce stress, relieve pain, and promote wellness. This hands-on class will be taught by a certified reflexology instructor and author of published articles on holistic health. Bring a towel to class. Instructor: Endijjika Olununde, ND, Ph.D. 1 session, $140 (includes a $50 lab fee)

60867 S 3/16-3/16 9 a.m.-12 p.m. Largo

**HES-561 Introduction to Aromatherapy**
Aromatherapy is the therapeutic use of plant-derived, aromatic essential oils to promote physical and psychological well-being. It is sometimes used in combination with massage and other therapeutic techniques as part of a holistic treatment approach. 1 session, $50

60866 S 2/2-2/12 10 a.m.-12 p.m. Largo

**GREEN TRAINING**

**GREEN ENVIRONMENT**

**Online Green Courses**
Want to "green" your career, but don't have a schedule that works with a typical class? Prince George’s Community College offers a selection of online green courses through online partners. For a complete list, prices, and registration information, call 301-322-0964 or e-mail westphalia@pgcc.edu.

60431 WF 2/20-4/12 online E2GO

**HEALTH CARE LEGAL**

**LAW-508 Planning Ahead: The Use of Durable Powers of Attorney, Health Care**
0.6 CEU
This class will cover basic information that we all need to know to manage our own affairs or the affairs of a loved one in the event of aging, incapacity, disability or death. This course explores a topic that will impact almost everyone at some point in their life. This program will discuss the difficulties and challenges posed when caring for aging and incapacitated adults, the benefits of living wills and proxy appointments for financial and health care decisions, and how to exercise control over decision making during periods of temporary or permanent incapacity. Course materials include some sample form documents. 2 sessions, $130* (includes a $50 lab fee)

60703 T 2/5-2/12 6:30-9:30 p.m. Largo

**HEALTH CARE SUPPORT**

**FIRST AID & CPR**

**Cardiopulmonary Resuscitation Certification**
Prince George’s Community College is privileged to use instructional materials from the American Heart Association for its CPR courses. The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS and PALS and has developed these materials for this purpose. Use of these materials in an educational course, however, does not represent course sponsorship by the American Heart Association, and any fees charged for such a course do not represent income to the Association.
Courses offered may include one or more of the following modules:

- **Module 1: Adult Basic Life Support**
- **Module 2: Infant and Child CPR**
- **Module 3: Two-Rescuer CPR**
- **Module 4: Barrier Devices**
- **Module 5: AED Awareness**

Note: Textbooks are available at the college bookstore and are required at first class. CPR certification cards will be mailed after the course is successfully completed.

**HES-367 CPR Instructor Training**
Prepare to become an American Heart Association recognized instructor in CPR. Course includes teaching methodology, testing procedures and skills demonstration. Participants must have current Health Care Provider card to enroll in this course. Must purchase text and complete Core Instructor Online Course before first class. 4 sessions, $195*

58373 MTh 3/4-3/7 6:30-8 p.m. CE-120
S 3/9-3/16 9 a.m.-4 p.m. CE-120

**HES-324 First Aid**
Designed to train the public to respond appropriately in emergency situations.
Topics will include: injury prevention, victim assessment, treatment for shock, burns, and control of bleeding. Successful completion earns a National Safety Council card valid for three years. Text required: “Basic First Aid.” 1 session, $55*

58401 S 2/9-2/9 9 a.m.-1 p.m. CE-120
58403 S 4/6-4/6 9 a.m.-1 p.m. CE-120

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Prince George’s Community College • Transforming Lives • 301-336-6000 • www.pgcc.edu
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.

**HES-380 First Aid and CPR for Child Care Providers**

This course meets the educational requirements for child care providers and parents. Topics will include: injury prevention, victim assessment, treatment of shock, burns and control of bleeding, pediatric health and safety issues and adult, child and infant Cardio-Pulmonary Resuscitation (CPR). Text required: “Standard First Aid/CPR and Automated External Defibrillator (AED).” 1 session, $75* (includes a $5 lab fee)

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**HES-416 CPR Instructor Update**

Course provides the American Heart Association’s new guidelines and procedures. All current instructors are required to be updated to continue to hold a valid instructor’s care. (This free course is ONLY open to CPR instructors affiliated and assigned to the Prince George’s Community College training network). Please bring your Instructor’s book to class. FREE. 1 session

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**HES-344 CPR for Health Professionals**

This American Heart Association (AHA) approved course is recommended for allied health and emergency personnel, nurses, physicians, and students enrolled in health technology programs. Topics will include: in-depth instruction of one- and two-rescuer Cardio-Pulmonary Resuscitation (CPR) of adults and children, relief of Foreign Body Airway Obstruction (FBAO), and barrier devices. Successful completion earns an American Heart Association card valid for two years to be issued within 30 days of course completion. Text required: “BLS for Health Care Providers.” 1 session, $70* (includes a $5 lab fee)

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**HES-350 CPR Renewal**

This course is for health care professionals and emergency personnel who hold a current health care provider card in Cardio-Pulmonary Resuscitation (CPR) and want to be recognized for another two years. Course must be taken before the current card expires. Must bring current card to class. Text required: “BLS for Health Care Providers.” 1 session, $70* (includes a $5 lab fee)

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**HES-486 Asstd Living Manager Module 1: Introduction**

0.6 CEU

This introduction to the Assisted Living Manager Program will focus on the philosophy of assisted living and the impact of the aging process on adults and their families. This is the first of five modules in the 80-hour Assisted Living Manager Program and must be taken first. Topics will include: the stages of the aging process and their identification, methods of intervention to maintain safety and wellbeing of aging residents and the resident’s bill of rights. Modules must be taken in order. 1 session, $100* (includes a $25 lab fee)

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**HES-487 Asstd Living Manager, Module 2: Assessing, Admitting and Feeding**

2.4 CEUs

This second module focuses on assessing and determining the level of care needed when either admitting or discharging a resident. Topics also will include: the importance of nutrition, food safety, and how to develop individualized service plans. 4 sessions, $275* (includes a $80 lab fee)

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**HES-488 Assisted Living Manager Module 3: Clinical Management**

2.0 CEUs

The third module focuses on the role of the delegating nurse, the appropriate nurse delegation, self-administration and medication management, and administration and coordination of services and care providers. Topics also will include: patient safety, proper infection control procedures and appropriate staffing patterns. 4 sessions, $320* (includes a $80 lab fee)

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**HES-489 Assisted Living Manager Module 4: Mental and Behavior Management**

1.6 CEUs

The fourth module focuses on mental illness and its symptoms. Topics will include: the philosophy of dementia care, associated behaviors, stages of cognitive decline, common triggers for problem and potentially harmful behaviors and key interventions. 2 sessions, $190* (includes a $60 lab fee)

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The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
**HES-490 Assisted Living Manager Module 5: Management Emergency Planning**
1.4 CEUs
This final module focuses on facility operations, emergency planning, quality assurance and survey processes. Topics will include: procedures for fire and other disasters, a review of OSHA requirements, the role and functional responsibilities of a manager of an assisted living facility, recordkeeping and account management processes, census and marketing practices, incident reporting and ongoing quality improvement processes. 2 sessions, $175* (includes a $60 lab fee)

**HES-497 Assisted Living Manager Refresher**
2.1 CEUs
This 20-hour refresher satisfies the requirements of the Office of Health Care Quality for Assisted Living Managers. It reviews and updates students on nutrition, assessment, clinical management, emergency and service planning and behavior management. 3 sessions, $240*

**HES-559 How to Start an Assisted Living Business**
1.0 CEU
Assisted Living Facilities are residential community-based program for individuals who have a physical or cognitive impairment and who need help with one or more activities of daily living (ADLs). Examples of ADLs include personal care and mobility, meal preparation, and household chores. Assisted Living provides senior adults with housing and supportive services and may include health-related services. This 2-day course covers the basics needed to start your own assisted living business. Students will discuss and review application procedures, Maryland state licensure requirements, business planning strategies, fees, staffing, online resources, networking and marketing. 2 sessions, $160* (includes a $10 lab fee)

**NURSING TRAINING**

**HES-326 The Registered Nurse Case Manager and Delegating Nurse: In Assisted Living**
1.6 CEUs
This course, approved by the Maryland Board of Nursing, is required for case managers and delegating nurses who work with or train medication technicians (formerly known as medication administration assistants). Registered nurses will review the basic foundations for the nursing practice of the Registered Nurse (RN) who delegates nursing functions in the assisted living setting, including medication administration. Prerequisite: Current active Maryland RN license in good standing. Prerequisites for potential instructors: A) Current active Maryland RN license in good standing; B) One-year of recent full-time experience (or its equivalent) functioning as a delegating nurse in assisted living or C) Case manager in the Medicaid Waiver for Older Adult Program and assisted living setting. D) Approval of the Maryland Board of Nursing. 3 sessions, $265* (includes a $60 lab fee)

**NURSING ASSISTANT**

**CNA/GNA Admission Requirements**
1. Take and pass the reading comprehension (45+) placement tests in the college testing center before registering for the Theory course.
2. Purchase the textbook, Nursing Assistant: A Humanistic Approach to Caregiving available at the College Bookstore.
3. Able to speak and understand Standard American English at a functional level.
4. Obtain a criminal background check before attending the clinical portion of class.
5. Obtain a CPR for Health provider certification. Course is also available at the College: HES-344. Must be obtained before attending the clinical portion of class.
6. Have a negative TB skin test (PPD) or chest x-ray before the clinical portion. Present documentation of immunizations or titre tests (blood test for proof of immunizations) before the clinical portion of the course.
7. Present documentation of immunizations or titre tests (blood test for proof of immunizations) before the clinical portion of the course.

Certified Nursing Assistant courses: HES-544 and HES-417 are approved and endorsed by the Maryland Board of Nursing.

**HES-568 CNA Orientation**
This orientation is required for all students registered in the upcoming Certified Nursing Assistant (CNA) courses. Students must register and attend one orientation before the start of scheduled course. 1 session

**HES-544 Certified Nursing Assistant: Theory**
Prepare for a career as a nursing assistant in a variety of health care settings in this Maryland Board of Nursing approved course. It provides training in life span development, vital signs, basic patient care skills, etc. It does not include Cardio-Pulmonary Resuscitation (CPR) training. Both the theory and clinical sessions must be successfully completed to receive a certificate making you eligible to take the state Geriatric Nursing Examination
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.

NONCREDIT SCHEDULE

(GNA). Certified Nursing Assistant (CNA) theory includes 96 hours—84 of theory and 12 hours of Geriatric Nursing Assistant (GNA) test preparation which will be scheduled after your clinical rotation. Student must also register for HES-417 (clinical portion) and pay all additional fees for certification and immunizations.

19 sessions, $800* (includes a $50 lab fee)

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HES-417 Certified Nursing Assistant: Clinical

It will provide practical clinical experience conducted in Prince George’s County nursing homes. The 52-hours of clinical must be taken with HES-544 to complete the program.

6 sessions, $500*

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HES-325 Medicine Aide Admission Requirements

1. Take and pass the Arithmetical placement test (45+) in the college testing center before registering for the course.

2. Purchase the textbook available at the College Bookstore.

3. Have a current CPR for Health provider certification.

4. Have a negative TB skin test (PPD) or chest x-ray.

5. Show proof of one year’s full-time experience as GNA. (Must have “Active” status with Maryland Board of Nursing.)

6. Show proof of current employment in a Maryland nursing home.

7. Provide positive letter of recommendation from the director of nursing of current employer.

Certified Medicine Aide course: HES-325 and HES-365 are approved and endorsed by the Maryland Board of Nursing.

HES-325 Medicine Aide

For Certified Geriatric Nursing Assistants with one year’s experience currently employed in a Maryland nursing home and on the Maryland Board of Nursing registry. Employment through an agency does not meet course requirement. (Please bring documentation to placement test (45+) in the college testing center before registering for the course.)

18 sessions, $830* (includes a $165 lab fee)

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HES-365 Nursing Home Medicine Aide Update

Certified Nursing Assistant (CNA) shows proof of 100-hours of employment as a Certified Medicine Aide (CMA) within last two years and eight hours as Geriatric Nursing Assistant (GNA). 1 session, $90*

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HES-553 Computerized Medical Billing

Curricula changes are being made to the EMT-B program. Please contact the Allied Health division on 301-322-0733.

MEDICAL BILLING

Continuing Education Certificate, Medical Billing

This program begins with an overview of the medical billing practice, computerized patient accounting, and the fundamentals needed to enter the medical billing field. Both lecture and hands-on training are used to prepare students as physician’s office personnel. Courses should be taken in the order listed. The HES-409 and HES-553 should be taken during the same semester.

A Certificate of Continuing Education will be issued upon successful completion of all courses.

- HES-357 or HES-354 Medical Terminology
- HES-409 Introduction to Medical Billing
- HES-553 Computerized Medical Billing
- HES-321 Physician Office Billing

Note: Text required at first class.

Once a student has completed these requirements, he/she should call 301-322-0878 for verification and to request a certificate. Those interested in furthering their career in medical coding, contact the Academic Health Science office at 301-322-0733 to receive information on the Health Information Management Medical Coder/Billing Specialist Program.
HES-409 Introduction to Medical Billing
1.5 CEUs
This course provides an overview of medical billing and computerized patient accounting. Text required at first class. 5 sessions, $160*

58427  MW  1/23-2/6  6:30-9:30 p.m.  CHS-1233
6105  TTh  1/24-2/7  6:30-9:30 p.m.  CHS-1233

HES-553 Computerized Medical Billing
4.2 CEUs
Designed for physician’s office personnel. Learn medical billing and computerized accounting. Focus will be on understanding the administration and paper flow within a medical office, including payment processing and posting, benefits, insurance and report generation using Medisoft software. Prerequisite: Successfully completed HES 409 and have strong computer and word processing skills. 14 sessions, $455* (includes a $15 lab fee)

6116  MW  2/11-4/8  6:30-9:30 p.m.  CHS-1233
6117  TTh  2/12-4/4  6:30-9:30 p.m.  CHS-1233

HES-521 Physician Office Billing
4.2 CEUs
This course includes diagnosis and procedure, coding principles, billing applications, hands-on computer training, introduction to ICD-9CM/HCPCS, claims processing, third party payers, and electronic filing. Prerequisites: 1. Completion of or concurrent enrollment in Medical Terminology and basic computer and word processing skills. Texts required (multiple, approx. $300). Meets concurrently with credit course HIM-1990. NOTE: Those interested in furthering their career in medical coding, contact the Academic Health Science office at 301-322-0733 to receive information on the Health Information Management Medical Coder/Billing Specialist Program. 15 sessions, $325* (includes a $10 lab fee)

58426  Th  1/24-5/9  5:30-8:30 p.m.  CHS-1229

HES-563 Advanced Medical Billing
3.6 CEUs
This course is designed to introduce the billing and accounting process of the medical office. Topics include the key elements necessary for a successful billing process, legal and ethical issues regarding medical insurance, types and source of medical insurance, private and government plans, charge processing, paper and electronic billing. Students will also be shown how to reconcile their daily work, accounts receivable processing and basic financial reporting. Prerequisite: Successfully completed HES-409, HES-553 and HES-321. 10 sessions, $395* (includes a $15 lab fee)

6118  Th  1/29-3/7  6:30-9:30 p.m.  CHS-1233

HES-533 ICD-10-CM/PCS Coding Principles and Application
4.8 CEUs
Are you an experienced coder? This class is designed to teach the new International Classification of Diseases, 10th edition, Clinical Modification (CM) and Procedures (PCS) coding system including the ICD-10-CM Official Coding Guidelines. Each class will include intermediate and advanced ICD-10-CM/PCS coding exercises. The course will be taught by a certified AHIMA ICD-10 Trainer. A course proficiency exam will be administered upon completion of coursework. Previous coding experience and/or instruction in ICD-9-CM is required. 16 sessions, $465*

63399  MW  1/28-3/18  6:30-9:30 p.m.  CHS-1229

HES-322 Medical Office Assistant:
Practical Applications
3.6 CEUs
This course is designed to introduce the billing and computerized patient accounting. This three month program includes the administrative and basic clinical duties performed in a physician’s office, clinic, or similar health care setting. Those who successfully complete the program are eligible to take the National Healthcare Association Medical Administrative Office Assistant Certification Exam.

Required Courses:
• HES-355 Medical Office Assistant Overview—Part 1 Medical Terminology, completed or taken concurrently
• HES-357 Basic Medical Terminology or HES-354 Medical Terminology a Word Association Approach (online)
• HES-344 CPR for Health Professionals
• HES-322 Medical Office Assistant: Practical Applications

HES-355 Medical Office Assistant Overview
4.2 CEUs
This is a hybrid/online course and includes the following topics: scheduling, medical records and basic financial procedures. Prerequisite: (1) Successful completion of Medical Terminology Course or take concurrent; (2) successfully pass the Reading Comprehension Placement Test with score of 65 or higher; (3) have access to the Internet and an OWL Link account; and (4) strong computer skills. Please contact our Help Desk at 301-322-0637 for assistance setting up the account. Text required at first class. 16 sessions, $605* (includes a $15 lab fee)

58424  T  1/29-3/19  6:30-9:30 p.m.  CHS-2229
  Th  1/31-3/21  12:02-12:02 a.m.  HYLAG

HES-322 Medical Office Assistant:
Practical Applications
3.6 CEUs
In this practical application course, students will observe health providers managing patients and participate under direct supervision in basic patient skills and assessment. Basic training in phlebotomy techniques will be included. Prerequisites: HES-355 and Current Basic Cardio-Pulmonary Resuscitation (CPR) for Health Professionals card. 12 sessions, $605* (includes a $10 lab fee)

61092  TTh  4/2-5/9  6-10 p.m.  CHS-2229

HES-357 Basic Medical Terminology
2.4 CEUs
This course teaches medical terminology according to each body system. Multiple graphics, animation and audio, study tips and unusual facts make for a most enjoyable course. 12 sessions, $125* (includes a $60 lab fee)

59792  WF  1/16-3/8  online  E2GO
60432  WF  2/20-4/12  online  E2GO
60433  WF  3/20-5/10  online  E2GO
60434  WF  4/17-6/7  online  E2GO

HES-354 Medical Terminology:
Word Association Approach
2.4 CEUs
This course teaches medical terminology according to each body system. Multiple graphics, animation and audio, study tips and unusual facts make for a most enjoyable course. 12 sessions, $125* (includes a $60 lab fee)

58423  TTh  1/8-1/24  6-10 p.m.  CHS
61093  TTh  2/12-2/28  6-10 p.m.  CHS
61100  TTh  4/9-4/25  6-10 p.m.  CHS

HES-554 Human Anatomy and Physiology: Part 1
2.4 CEUs
Human Anatomy and Physiology focuses on the structure and function of the human body. This course includes basic psychology, the human cell, and the anatomy of the body’s organ systems and the jobs that they do. You’ll also be taught how our body systems work together to allow us to process sensations, think, communicate, grow, move, reproduce, and stay alive. In addition, we’ll talk about different disorders, recent advances in medicine, and ways to take care of our bodies. 12 sessions, $125* (includes a $60 lab fee)
American Recovery Reinvestment Act (ARRA) and Health Information Technology for Economic and Clinical Health Act. (HITECH) provisions, which include the use of new transactions and code sets, new standards for the electronic transmission of health insurance data, and updates to the breach notification rules.

12 sessions, $120* (includes a $60 lab fee)

59798 WF 1/16-3/8 online E260
60427 WF 3/20-5/10 online E260

**PHARMACY TECHNICIAN**

**Pharmacy Technician Program**
This five month training program and exam approved by the Maryland Board of Pharmacy is offered in the spring and fall semesters and includes in-class and online instruction and 160 hours of on-site pharmacy clinical experience. It is designed to provide the health care worker with information on the duties and responsibilities of a pharmacy technician in a variety of health care settings. Students must register for the following required courses.

- **HES 332 Pharmacy Technician**
- **HES 529 Pharmacy Technician Clinical Pt. 1**
- **HES 530 Pharmacy Technician Clinical Pt. 2**

The state of Maryland requires that pharmacy technicians be certified. Students who successfully complete this program and provide a background check will be eligible to register with the Maryland Board of Pharmacy as a certified pharmacy technician. This program is also designed to prepare students for the National Pharmacy Technician Certification Board (PTCE) Certification Exam. See website at www.ptcb.org.

**Prerequisites**
1. Successfully pass the math placement test. This test is free of charge. Pick up a Placement Test Referral Form from the Continuing Education Registration Desk in Bladen Hall, Room 126.
2. Must be a minimum of 18 years of age.
3. Have access to the Internet.
4. Have a working e-mail address.

5. Have an OWL Link account which is accessed through the college’s website, www.pgcc.edu. For assistance, see the PGCC Help Desk located in Bladen Hall, Room 106 or call at 301-322-0637.

6. Provide proof of a negative TB test prior to clinical.

**Textbooks**
The required textbooks are available for purchase in the college’s bookstore located in Largo Student Center, first floor.

**Clinical**
- 160 hours are required.
- Provide proof of negative TB test. The college Health Center provides a free TB test. Background check and drug screening are required prior to starting the clinical. Information will be given out during the first class.
- The college contracts with CVS for student clinical.
- The clinical coordinator will assist each student with their placement.
- The student is responsible for contacting the Pharmacist at their assigned clinical site.
- The student will discuss and come to an agreement on work hours with the Pharmacist.
- Student is responsible for a lab coat for their clinical.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
PHLEBOTOMY

Phlebotomy Technician
This 208 hour program includes theory, skills training and 120 hours of clinical practice in a blood-drawing facility to acquaint students with different employment opportunities. Skills training will include using a practice arm and on each other. Students who successfully complete the program will be eligible to take the National Phlebotomy Association certification exam for which there is a separate fee of $130.

Prerequisites: Must be a health care professional or have permission from the program coordinator. CPR for Health Professionals certification card and proof of immunizations are required prior to participating in a clinical.

Required courses:
• HES 418 Phlebotomy Technician
• HES 444 CPR for Health Professionals
• HES 469 Phlebotomy Technician Clinical Pt. 1
• HES 470 Phlebotomy Technician Clinical Pt. 2

HES-418 Phlebotomy Technician
8.0 CEUs
This course prepares individuals to collect, prepare and transport blood samples using proper techniques and procedures. Class and lab topics include safety, basic anatomy and physiology, infection control, patient preparation, and legal and ethical considerations associated with venipuncture in a hospital or outpatient setting. Students will be eligible to apply to take the National Certification Examination. Immunization record (PPD, MMR, Hepatitis B) must be provided at first class. Text required at first class. 26 sessions, $840* (includes a $50 lab fee)

HES-469 Phlebotomy Technician Clinical: Part 1
6.0 CEUs
Continuation of Part 1. This course continues with an additional 60 hours towards the 120 hours of on-site clinical experience required for certification. Prerequisites: Successful completion of HES-418, Phlebotomy Technician, provide proof of CPR for Health Professional card, immunization records (PPD, MMR, Hepatitis B) and health care insurance. 15 sessions, $115*

HES-470 Phlebotomy Technician Clinical: Part 2
6.0 CEUs
Continuation of Part 1. This course continues with an additional 60 hours towards the 120 hours of on-site clinical experience required for certification. Prerequisites: Successful completion of HES-418, Phlebotomy Technician, provide proof of CPR for Health Professional card, immunization records (PPD, MMR, Hepatitis B) and health care insurance. 15 sessions, $115*

HOME & GARDEN

FLORAL

Continuing Education Certificate, Floral Design
The Floral Design Program has been redesigned to feature only fresh flowers and natural materials for those who want to enter the floral business as either owner/operators or designers. Components of this 48-64 hour program will continue to be available at both the main campus and at the Laurel College Center.

The new requirements include successful completion of a minimum of three of the four levels of fresh floral training:
• OCU-338 Floriculture: Basic Floral Design
• OCU-376 Floriculture: Advanced Floral Design
CST-362 Growing Plants for Fun and Profit
Turn your love of plants into an enjoyable and profitable home business. Learn how to grow and market plants on a small scale without major capital investment. In an area as small as 1000 sq. ft., you can generate thousands of dollars worth of plant material in a single growing season. This course is your practical guide to licensing, site preparation, equipment, how and where to find supplies, how to select and produce plants appropriate to your climate zone, how to produce quality material and, most importantly, how to market your product. 12 sessions, $125 (includes a $60 lab fee) 60429 WF 3/20-5/10 online E260

HOME INTERIOR

OCU-600 A Discussion of Architectural Styles
Discover the styles of American buildings, with a Baltimore perspective, from colonial times to the modern era. This course will feature many examples from the Classical 1821 Catholic Cathedral to the Charles Center high rises of the Mid-Century Modern movement. Architect Robert Gisriel, AIA, will be your pictorial guide, describing the historical events, new technology and visual features that define these various styles. 2 sessions, $69 (includes a $40 lab fee) 63060 W 4/10-4/17 7-9 p.m. LCC

ENR-460 Interior Decorating Basics
Have you ever wanted to redecorate, but didn’t know how to begin? Learn basic decorating principles and how to get started on your room make-over. Gain confidence by learning basic color, lighting, furniture arrangement, and accessorizing techniques. Instructor: Gina G. Courbron, IRIS, IDS, IFDA. 1 session, $30 60658 Th 1/31-3/1 6:30-9:30 p.m. LCC

ENR-440 Colorful Home Environments
Gain the confidence to bring beautiful color into your surroundings. Learn about the psychology of color and how it affects our moods. Get helpful tips on how to select a color scheme and paint hues that beautify and enhance your living space. Instructor: Gina G. Courbron, IRIS, IDS, IFDA. 1 session, $30 61391 Th 2/21-2/21 6:30-9:30 p.m. LCC

LANDSCAPING

HRT-301 Tree Care for Landscapers 1.0 CEU
The science of planting and nurturing trees is a distinct skill that requires training and care. In Maryland, landscapers may perform tree maintenance activities on trees 20 feet high or less. This course will cover identification, selection, planting, proper irrigation techniques, and maintenance. It will also address safety issues and the proper use of tools. Instructor: Dennis Boric. 6 sessions, $105* 60380 TTh 2/12-2/21 7:30-9 p.m. WTC

S 2/16-2/23 11 a.m.-1 p.m. WTC
HRT-302 Entry-Level Arborist Training 1.0 CEU
Arborists are much in demand in the Baltimore-Washington Metropolitan area. Arborists, also known as tree care specialists, are relied on to plant, maintain, and safely remove trees throughout the region. This course will give students the training to enter an apprenticeship with a local master arborist or to join a work team of tree care specialists. Proper tool use and safety will be discussed. A materials fee of $15 payable to the instructor is due at the beginning of the first class. Instructor: Dennis Borie. 6 sessions, $105*

63079  TH  2/12-2/21  6:00-7:30 p.m. WTC

S  2/16-2/23  9-11 a.m. WTC

HRT-328 Tree Climber Basic Skills 3.6 CEUs
In the tree care industry, the growth of most companies is limited by the number of skilled climbers they have on staff. Given the phobia many people have towards heights and that tree climbing is a highly skilled position, this is a field with high demand. This course will address how to climb trees as well as how to work in trees safely and efficiently. This course is for people who are involved in the tree care industry who want to advance their careers by learning the skill of tree climbing. Tree climbers work off the ground performing tree trimming, pruning, and removals as well as other tree-related tasks. Textbook: Tree Climbers Companion 2nd edition. 12 sessions, $380*

63081  MWF  2/25-3/22  6-9 p.m. WTC

HRT-329 Tree Climber Advanced Skills 3.6 CEUs
When faced with difficult tree removals due to storm damage, decay, or proximity to structures, a climber needs to know advance rigging and lowering techniques to perform a safe removal. This course will address how to perform complex tree removals safely and efficiently. This course is for climbers who have learned the basic skills and want to increase their skills by learning advanced tree climbing, rigging, and operating techniques. Prerequisite: HRT-328 Tree Climber Basic Skills or at least one year experience as a tree climber. Textbook: Tree Climbers Companion 2nd edition. 12 sessions, $380*

63082  MWF  4/7-4/26  6-9 p.m. WTC

HOSPITALITY

FOOD SERVICE

OCC-581 Demystifying the Wines of France
France serves as a benchmark by which all other wines in the world are judged. However, French wine can be intimidating and confusing. Join Jay Youmans, MW, owner of the Capitol Wine School, an experienced wine judge, Certified Wine Educator (CWE) and a writer for wine publications, as he takes you on a tour of France. The secrets to understanding the labels and wines from Champagne, Alsace, Burgundy, Rhone, Languedoc-Roussillon, the Loire Valley and Bordeaux will be revealed. You will learn a simple method for tasting and describing wine and sample wine from several regions. This class is suitable for both beginners and experienced wine lovers alike. Bring two wine glasses, a bottle of water and crackers to class. 2 sessions, $145 (includes a $65 lab fee)

63057  T  2/19-2/26  6:30-9:30 p.m. LCC

HTC-323 Bartending 101 4.5 CEUs
This is a 45 hour lecture-lab course in which different “standard” types of drinks are presented and demonstrated, using artificial colored water in the liquor bottle, brand specific to drink, by the instructor, practice labs follow the lecture and students become familiar with an actual bar. Lectures and practice occur daily, and there is a comprehensive exam given weekly. Each student must obtain a passing score of 70 in order to participate in the next week’s class. Special arrangements will be made for those students needing additional assistance. TIPS certification available to students. 10 sessions, $500* (includes a $403 lab fee)

63099  MTWThF  2/4-2/25  6:30-11 p.m. ABAR

63098  M  2/4-5/13  12:30-5:15 p.m. JHES

CUL-745 International Cuisine 6.0 CEUs
This course will focus on the principles of baking, roasting, frying, sauteing, stir frying, braising and steaming through menu productions from countries to include: Mexico, The Caribbean Islands, Spain, Russia, Northern and Southern Italy, Eastern Europe, Turkey, India, Thailand, Japan, Korea, China the Philippines’ and the Polynesian Island. 16 sessions, $568*

62887  F  1/25-5/17  12:30-5:15 p.m. JHES

62886  F  1/25-5/17  8 a.m.-12 p.m. JHES

CUL-730 Advanced Baking and Pastry
A continuation of CUL-630: Baking Skills. Topics include cakes, cookies, and restaurant-style desserts, production and use of sauces, and plate presentations. Students will be required to create a dessert menu and to demonstrate baking proficiency through production of selected menu items. 16 sessions, $568*

62885  Th  1/24-5/16  5:30-9:30 p.m. JHES

62884  M  2/4-5/13  12:30-5:15 p.m. JHES

CUL-720 Garde Manger and Catering
Course focus is on cold food preparation and presentation in buffet and catering applications. Includes appetizers, hors d’oeuvres, canapes, pates, sausages, terrines, and buffet salads, buffet design, layout and execution, and menu planning. Meets concurrently with credit course CUL-2200. Prerequisite: CUL-719: Food Production 2. 16 sessions, $568*

62882  T  1/22-5/14  5:30-9:30 p.m. JHES

62883  Th  1/24-5/16  5:30-9:30 p.m. JHES
CUL-610 Introduction to Culinary Arts
The introductory food production class for culinary students. Topics include the theories and methods of cooking, vocabulary, and the development of safe and sanitary kitchen practices. Production items will include vegetable and starch preparation, stocks and soups, and egg cookery. 15 sessions, $509*

62868 M 1/28-5/13 8 a.m.-12 p.m. JHES
(14 sessions)

CUL-615 Food Production 1
A continuation of CUL-610: Introduction to Culinary Arts. Topics include stocks, soups, sauces, beef, port and poultry items, vegetables and stashes. Utilizing recipes and techniques as presented in class, students will prepare a number of buffets. Prerequisite: CUL-610: Introduction to Culinary Arts. 16 sessions, $509*

62872 W 1/23-5/15 5:30-9:30 p.m. JHES
62871 Th 1/24-5/16 8 a.m.-12 p.m. JHES
62875 S 2/2-5/18 12:30-5:15 p.m. JHES

CUL-715 Food Production 2
An advanced food production class. Topics will include principles of plate presentation, entree, starch, vegetables, seafood, veal and lamb cookery. Additional topics will include menu construction, pricing and production. Meets concurrently with credit course CUL-2150. Prerequisite: CUL-615: Food Production 1. 16 sessions, $568*

62881 W 1/23-5/15 8 a.m.-12 p.m. JHES
62880 W 1/23-5/15 5:30-9:15 p.m. JHES
62879 T 2/2-5/18 12:30-5:15 p.m. JHES
(14 sessions)

CUL-630 Baking Skills
6.0 CEUs
An introductory course in the principles of baking, with emphasis on bakeshop ingredients, their function, measurement, and scaling. Scratch baked items to include quick breads and muffins, yeast breads, cookies, Danish pastries, and assorted pies. Prerequisite: CUL-610: Introduction to Culinary Arts. 16 sessions, $509*

62878 T 1/22-5/14 8 a.m.-9:30 p.m. JHES
62876 T 1/22-5/14 8 a.m.-12 p.m. JHES
62877 W 2/6-5/15 12:30-5:15 p.m. JHES
(14 sessions)

HSM-655 ServeSafe
This course provides an overview of the principles of food microbiology, important food borne diseases, standards that are enforced by food service regulatory agencies, and applied measures for the prevention of food borne diseases and other microbiological problems. It also describes the Hazard Analysis Critical Control Point (HACCP) system, and includes ServeSafe certification. Text required: ServeSafe (essentials 5th Edition with exam, English.) Please call Prince George’s Community College bookstore at 301-322-0912 for more information. Meets concurrently with credit course, HSM-1550. 2 sessions, $125*

62833 T 1/22-2/19 6:30-6:45 p.m. Largo
(5 sessions)
62834 T 2/26-4/2 6:30-6:45 p.m. Largo
(5 sessions)

HSM-663 Food Service Operations
This course will give students a basic understanding of the management process in food and beverage operations. All aspects of food and beverage operations are covered including organization, marketing, menus, costs and pricing, production, service, safety, and finances. Text required: ISBN 0-86612-268-0, 2005 by Jack D. Ninemeier. Meets concurrently with credit course HSM-1630. 14 sessions, $380*

62836 M 1/28-5/13 6:30-9:15 p.m. Largo

HSM-702 Food and Beverage Purchasing and Cost Control
This course covers the principles and procedures involved in an effective food and beverage control system including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, theft prevention, labor cost control, and computer applications. Meets concurrently with credit course HSM-2020. 14 sessions, $380*

62865 M 1/28-5/13 2:45-4:45 p.m. JHES
62864 M 1/28-5/13 6:30-8:30 p.m. JHES

HOSPITALITY MANAGEMENT

HSM-651 Introduction to the Hospitality Industry
This course will focus on basic management theories and principles as they apply to hotels and resorts, restaurants, food service operations, clubs, cruise ships, meeting and event planning, conference centers, convention bureaus, and casino hotels. Students will study business ethics, franchising, management contracts, human resources, and marketing and sales. Meets concurrently with credit course HSM-1510. Text required: ISBN 0-86612-261-3, 2004, by Rocco M. Angelo and Andrew N. Vladimirc. 32 sessions, $380*

62860 TTh 1/22-5/16 3:30-4:45 p.m. CAT-225
62821 W 1/23-5/15 6-8:45 p.m. CAT-225
(16 sessions)

HSM-652 Convention Management and Service
Defines the scope and segmentation of the convention and group business market, describes marketing and sales strategies to attract markets with specific needs, and explains techniques to meet those needs as part of meeting and convention service. 44 sessions, $380*

62827 T 1/22-5/14 6-9:15 p.m. CAT-205
(16 sessions)
62826 MWF 1/28-5/17 9-9:50 a.m. CAT-312

HSM-764 Security and Loss Prevention Management
Explains the issues surrounding the need for individualized security programs, examines a wide variety of security and safety equipment and procedures, discusses guest protection and internal security for asset protection, explores risk management and loss prevention issues, and outlines OSHA regulations that apply to lodging properties. 15 sessions, $380*

62867 T 1/29-5/14 6-9:15 p.m. Largo

HSM-598 Hospitality Entrepreneurship
4.5 CEUs
Exploring the creative, risk taking, innovative, and pragmatic nature of small business ownership within the hospitality field.. Investigating the process of transforming creative ideas into commercially viable business ventures. Examining the creation, planning, management, operations, growth, and development of a new hospitality business. 14 sessions, $380*

62866 M 1/28-5/13 6-9:15 p.m. CAT-211

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
HSM-658 Using Technology in the Hospitality Industry
Provides an overview of the information needs of lodging properties and food service establishments; addresses essential aspects of computer systems, such as hardware, software, and generic applications; focuses on computer-based property management systems for both front office and back office functions; examines features of computerized restaurant management systems; describes hotel sales computer applications, revenue management strategies, and accounting applications; addresses the selection and implementation of computer systems; focuses on managing information systems; and examines the impact of the Internet and private intranets on the hospitality industry. Students will receive training on MICROS and OPERA restaurant and hotel property management systems. **15 sessions, $380***

<table>
<thead>
<tr>
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<th>Times</th>
<th>Location</th>
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</table>

HSM-753 Hospitality Sales and Marketing
Marketing principles for the hospitality industry. Marketing Planning, property feasibility study, sales team functions, advertising and public relations. **44 sessions, $380***

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MGT-663 Essentials of Human Resource Management
This course covers essentials of human resource management including the key roles and responsibilities for those within an HR Department. Participants learn about employment law in the workplace, effective recruitment and selection techniques, pay and benefit compensation (pay and benefits) systems, employee orientation and training, methods to ensure quality performance, the appraisal process, coaching and discipline, and the Equal Employment Opportunity Commission’s role and its investigative process. The course also provides an overview of key pieces of federal legislation including sexual harassment, age discrimination, and the Family and Medical Leave Act (FMLA). Training materials must be picked up from Kent Hall, Room 226 prior to the start date of class. Contact 301-583-5216 for more information. **6 sessions, $465*** (includes a $210 lab fee)

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<th>Dates</th>
<th>Times</th>
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</tbody>
</table>

MOX™ (Mobile Access)
is a free mobile app with directory information for key offices and an interactive Google map of the main campus. Visit www.pgcc.edu/go/mox

HUMAN RESOURCES & PAYROLL MANAGEMENT

HUMAN RESOURCES

Orientation Sessions Human Resource Management Training
**Saturdays, January 26, 2013, 10 a.m.-12 p.m. and February 2, 1-3 p.m. Largo Campus.**

In Cooperation With HR®
Society for Human Resource Management

To register please call 301-583-5216. Recommended for students who wish to enroll in one of these programs PHR or SPHR Certification Review; Essentials of HR of Human Resource Management Non credit Certificate Program.

MGT-661 Professional Human Resource Management Certification Preparation Review
4.0 CEUs
Utilizing the Society for Human Resource Management (SHRM) learning system, participants study six areas of competency: strategic management, workforce planning and employment, human resource development, compensation and benefits, employee and labor relations, and occupational health, safety and security. Key concepts are reinforced through real world case studies, class discussion, and the shared experiences of the instructor who holds the Senior Professional in Human Resources (SPHR) credential. Note: Registration dead line is 14 days (two weeks) before the class starts. Participants must attend at least 80 percent of class meetings and complete all course assignments, including any tests by the instructor, with a grade of 70 percent or better to successfully complete the course. This course does not guarantee success in the Human Resource Certification Institute (HRCI) exam; however, participants must attend class and complete all readings and other assignments in order to achieve success. Training materials must be picked up from Kent Hall, Room 226 prior to the start date of class. Contact 301-583-5216 for more information. **12 sessions, $1115*** (includes a $510 lab fee)

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Human Resource Management Certificate Program
This program offers you the opportunity to obtain a Noncredit Certificate in Human Resource Management. This nine-course, 96-hour, Continuing Education Certificate Program provides a general overview of the dynamic and growing field of Human Resource (HR) Management. Core courses address human resource fundamentals, and provide practical techniques that can immediately be applied to the work setting. Elective courses will give you the opportunity to focus on specialized areas, enhance particular skills, and explore emerging trends in the Human Resource (HR) Management field. Individual courses may be taken without pursing the overall program certificate.

Length of Certificate Program
To obtain the Human Resource Management Certificate you must complete the seven required courses, plus two or more elective courses for a total of 96-hours. All courses listed below are not offered every semester. Letters of Completion are awarded for each individual course completed. In order to earn the program certificate, you must attend at least 80 percent of the scheduled class hours for each course. There is no required sequence for you to take the core courses.
## Required Courses:
- Principles of Human Resource Management (9 hours)
- Human Resource Law (12 hours)
- Introduction to Employee Benefits (12 hours)
- Introduction to Compensation (12 hours)
- Successful Recruitment, Selection and Placement (9 hours)
- Managing Employee Performance (12 hours)
- Human Resource’s Role in Organizational Development & Change Management (12 hours)

Elective Courses (3 courses) total 18 hours will focus on specialized areas and will be offered beginning spring 2013.

### MGT-728 Principles of Human Resource Management
1.2 CEUs
This course will examine the theoretical foundation of the human resource management field and the evolution of human resource management: planning, recruitment, training and development, performance management, reward and career management. Trends and issues influencing the development and application of these elements within contemporary organizations will be analyzed. Topics include theoretical constructs of human resource management, theories and knowledge to human resource practices in organizations, performance management issues and processes. 4 sessions, $255* (includes a $45 lab fee)

60883 M 2/25-3/18 6-9 p.m. Largo

### MGT-668 Introduction to Employee Benefits
1.2 CEUs
This course is an overview of employee benefits including key benefits legislation, Social Security, Medicare, workers compensation, family and medical leave and other government mandated benefits. Retirement, health, disability and other benefits in both the private and public sectors will be covered. Other non-statutory benefits such as vacation, sick time, and paid time off plans will be presented as well as both qualified and non-qualified deferred compensation plans. Students will be presented methods and tools to develop, select, administer and evaluate benefit programs and ensure that benefit programs are compliant with applicable federal, state, and local laws and regulations. 4 sessions, $210* (includes a $55 lab fee)

60882 S 3/25-4/8 10 a.m.-1 p.m. Largo

### MGT-667 Introduction to Compensation
1.2 CEUs
This 12-hour course is designed to provide an overview of a total compensation system and the skills needed to create one. Topics will include job descriptions, Fair Labor Standa (FLSA) classification, job analysis, job evaluation, defining pay structures, using pay surveys, computing market rates, establishing pay ranges, analyzing employee pay levels, the use of incentives and other benefits. Course also addresses ensuring fairness in the compensation system and the role of compensation in retention. 4 sessions, $210* (includes a $55 lab fee)

60889 W 5/8-5/22 6-9 p.m. Largo

### MGT-648 Successful Recruitment, Selection and Placement
0.9 CEU
This course is a comprehensive overview of the Recruitment function. Participants will learn the fundamental principles of workforce development; develop a recruitment strategy; review recruitment methods and identify alternative staffing options; develop and implement selection procedures, including applicant tracking, interviewing and testing; develop employment offers and conduct negotiations; and evaluate retention strategies and practices. 3 sessions, $250* (includes a $45 lab fee)

60882 S 3/9-3/23 10 a.m.-1 p.m. Largo

Inquire about our courses which have been approved for recertification credit hours toward PHR, SPHR and GPHR recertification through the HR Certification Institute. Please be sure to contact our Prince George’s Community College office 301-322-0032 for the program ID number on your recertification application form. For more information about certification or recertification, please visit the Human Resource Certification Institute website at www.hrci.org.
PAYROLL

The American Payroll Association's PayTrain College & University Program
The PayTrain College and University program is designed to increase your knowledge of payroll compliance from a basic understanding to an advanced level and prepare you for the Fundamental Payroll Certification (FPC) and Certified Payroll Professional (CPP) certification exams.

To qualify for CPP certification, candidates must have earned three years of payroll experience in the five years prior to taking the exam.

As a payroll professional, you know how important it is to maintain your company's compliance by keeping up with changing regulations and procedures. Staying current is not only important to your company's bottom line but also to your continued professional development.

In cooperation with the American Payroll Association, Prince George's Community College presents the PayTrain College and University program for payroll professionals. Comprised of two professional development courses, PayTrain Fundamentals and PayTrain Mastery, this program is designed for all levels of payroll administration.

Whether you are interested in preparing for the Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) certification exams or are new to the industry and need to learn the basics of payroll, our courses will help you meet your goals.

Who Should Enroll in PayTrain Payroll Certificate Program?

- Experienced and entry-level payroll professionals
- Managers and supervisors providing strategic payroll management
- Sales professionals and consultants serving the payroll industry
- Systems analysts and engineers writing payroll programs
- Payroll service bureau client representatives

Why Enroll in PayTrain Payroll Certificate Program? You will gain:

- A foundation of knowledge for starting or advancing your payroll career
- An understanding of payroll essentials through hands-on exercises
- Improved job performance by increasing accuracy and compliance
- The guidance and expertise of an experienced facilitator
- Access to a network of peers to learn about payroll practices in other organizations
- Preparation for the FPC and CPP exams
- Recertification credit hours (RCHs) or continuing education units (CEUs) to maintain FPC or CPP credentials

MGT-691 PayTrain Mastery
3.6 CEUs
A continuation of PayTrain Fundamentals, PayTrain Mastery is a comprehensive course providing students with a solid understanding of advanced payroll topics necessary for payroll managers and supervisors. This course is ideal for experienced payroll professional seeking compliance training, professional development, or CPP certification preparation. Topics include payroll concepts, payroll calculations, fringe benefits, payroll reporting and employment taxes, record keeping and payroll practices, payroll accounting, and management and administration. Training materials must be picked up from Kent Hall, Room 226 prior to the start date of class. Note: For success on the CPP exam, this course should be taken after completing PayTrain Fundamentals. For information Contact Bertina Tyler, Workforce Development and Continuing Education, Prince George’s Community College, 301-322-0726. 6 sessions, $770* (includes a $350 lab fee)

<table>
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<th>Time</th>
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<td>2/9-3/16</td>
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<td>Largo</td>
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LANGUAGE COMMUNICATION

AMERICAN SIGN LANGUAGE (ASL)
Languages Continuing Education Certificate
A letter of recognition in foreign languages is awarded upon completion of 60 hours total in this area. Call 301-321-0797 for more information. Sign Language courses also may count toward this Continuing Education Certificate.

COM-325 Sign Language 1
2.4 CEUs
This course offers an introduction to American Sign Language, including finger spelling, sending and receiving signs, background information on deafness, and interaction with the deaf community. Text required at first class: Talking with Your Hands: Listening with Your Eyes By Gabriel Grayson (Square One Pub.) 8 sessions, $175*

<table>
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<td>S 60403</td>
<td>4/13-6/8</td>
<td>9 a.m.-12 p.m.</td>
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<td>M 60404</td>
<td>4/15-6/10</td>
<td>6:30-9:30 p.m.</td>
<td>Largo</td>
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</table>

COM-330 Sign Language 2
2.4 CEUs
This course is designed to continue lessons in finger spelling, sending and receiving signs, and interaction with the deaf community. Prerequisites: COM-325: Sign Language 1 or 24-hours of previous instruction. Text required: Talking with Your Hands: Listening with Your Eyes By Gabriel Grayson (Square One Pub.) 8 sessions, $155*

<table>
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<td>M 60679</td>
<td>4/15-6/10</td>
<td>6:30-9:30 p.m.</td>
<td>Largo</td>
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</table>

COM-326 Sign Language 3
2.4 CEUs
The course emphasizes conversation with the deaf through additional signs, idioms, skill building, and interaction with the deaf community. Prerequisites: COM-330: Sign Language 2 or 48-hours of previous instruction. Text required: Talking with Your Hands: Listening with Your Eyes By Gabriel Grayson (Square One Pub.) 8 sessions, $155*

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## Noncredit Schedule

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<tr>
<td>LGE-328 Introduction to Spanish: Part 2</td>
<td>2.0 CEUs</td>
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<td>LGE-345 Introduction to Spanish: Part 3</td>
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<td>LGE-330 Intermediate Spanish Conversation</td>
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### Conversational Foreign Language

**LGE-380 A Taste of Spanish Grammar Sprinkled with a Little Vocabulary**

This pre-Introductory Spanish course provides an overview of some of the crucial preliminary grammatical patterns that are essential to receiving a solid foundation of the structure of the language. It will include some basic vocabulary, Oral and Written exercises will be given. This course is specifically for participants who have little or no prior knowledge of the Spanish Language and suggested before enrolling in the Introductory level. **1 session, $55**

<table>
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<td>4/6-4/6</td>
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</table>

**LGE-370 Introduction to Spanish: Part 1**

This short introductory course covers the basics of Spanish for work and leisure. Topics will include: pronunciation, vocabulary, and various dialogues through role-playing. As an incentive to continue in this three course series, special rates are offered for advanced levels of Spanish. Text required. **8 sessions, $120**

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<tr>
<th>Course Code</th>
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<th>End Date</th>
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### Workforce Development

**LGE-307 Beginning French**

Parlez francais! Acquire the grammar and conversational skills needed to speak French at a beginning level. Learn to use vocabulary necessary in daily conversation, answer simple questions, and write simple sentences in the present tense. Text required. **8 sessions, $144**

<table>
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## Certified & Mediation

### Certificate of Continuing Education in Basic Mediation

Mediation is a process in which a neutral third party helps people in disputes to communicate with and understand one another and, if possible, to help reach agreements that are mutually satisfactory. Mediators do not make decisions for the disputing parties, but instead provide and/or recommend terms for an agreement. The Mediation Program at Prince George's Community College prepares students to practice both civil and community mediation and also helps to improve an individual's interpersonal communications. Mediation skills are taught through lecture, role plays, videos and group discussions. It is a balance of theory and practice specifically designed to give participants a thorough understanding of the mediator's role and to implement it using a five-step mediation process. Upon successful completion of this course, students will be able to:

- Understand the strategies and techniques used in mediation
- Utilize effective listening and recognize non-verbal communication
- Understand different models of alternative dispute resolution
- Write effective agreements and mediate simple disputes

This program meets the State of Maryland's requirement to practice as a mediator. The complete program includes 40-hours of classroom coursework. Upon successful completion of both courses, the student may apply to volunteer at the Community Affairs Office in Prince George's County.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
WORKFORCE DEVELOPMENT

LAW-510 Basic Mediation Training
4.0 CEUs
This course provides the State-required 40-hours of coursework including both lecture and interactive participation in simulated cases, exercises and role plays. Topics will include: the theory, goals, language and application of mediation methodologies; techniques to overcome barriers in disputes; the roles of attorneys and clients in mediation; the ethical responsibilities of mediators; and strategies to deal with difficult people, power imbalances, and cultural sensitivity. 10 sessions, $380* (includes a $27.5 lab fee)

60704 TTh 2/5-3/7 6-10 p.m. Largo
60705 Su 4/14-4/28 8:30 a.m.-2:30 p.m. Largo
(6 sessions)

LAW-518 Mediator Ethics
0.4 CEU
This mediation continuing education course is a focused review of the ethical standards of mediator of practice. Students will have an opportunity to review the topic of ethics through group discussions, role plays and video presentations to gain a deeper appreciation of the rules, values and “real world” norms in the practice of mediation. This course is for anyone who has completed the 40 hour basic mediation training and satisfies Maryland Program for Mediator Excellence Standards of Conduct for Mediators. Course will include a review of mediator requirements under The Maryland Standards of Conduct for Mediators and Title 17 of the Maryland Rules. Students taking this course will: Understand how to make ethical decisions in their mediation practice: Gain an appreciation of ethical norms of the profession: Enhance ethical competency. A certificate of completion will be issued upon successful completion of the course. 1 session, $75*

6154 S 2/16-2/16 9 a.m.-1 p.m. Largo

HES-536 Nutrition for Young Children
1.5 CEUs
This course is for caregivers interested in providing the most nutritious diet for children under the age of five. You’ll be taught how to positively influence these young minds so that they will enjoy a long, healthy life naturally. Some of the questions that will be answered in this course are: How much food does a young child need? what to do about eating problems? is your child receiving the right nutrients? and how to get kids to like healthy food? 3 sessions, $65*

60874 W 2/6-2/20 7-9 p.m. Largo

HES-537 Nutrition and Diabetes
1.0 CEU
In this five week course, learn how to manage your diabetes through nutrition. You will be taught how food, medication, and exercise affect your blood glucose. Managing your diabetes will help you decrease risk for complications. Learn how sodium, alcohol, sugar, and fat play a role in diabetes complications. 3 sessions, $65*

60873 M 4/1-4/15 7-9 p.m. Largo

HES-538 Nutrition and High Blood Pressure
1.0 CEU
Hypertension is called the leading cause of mortality and morbidity in the United States, because it contributes to heart disease and stroke, the top early killers of Americans. In this course, you’ll be taught how to better manage and lower your high blood pressure through dietary changes alone. 3 sessions, $65*

60872 W 3/20-4/10 7-9 p.m. Largo

ENR-544 Herbal Tea Blending for Personal Health

Many plants offer a wealth of health benefits. This class will highlight several herbs that are effective at supporting the body’s natural functions, and safe to use regularly. Students will learn the characteristics and health benefits of each plant through a hands-on sensory activity involving seeing, touching, smelling, and optionally tasting samples of peppermint, chamomile, lemon balm and more. Each student will have the opportunity to create a personal tea blend incorporating the herbs learned in class to help support his/her individual wellness needs. A $5 materials fee is payable to the instructor at the beginning of class. 1 session, $25

60383 S 2/2-2/2 10 a.m.-12 p.m. WTC
60385 W 2/20-2/26 6-8:30 p.m. LCC

PUBLIC SAFETY & SECURITY

SECURITY PROTECTION

Seeking Candidates to Become Police Officers
Certified by the Maryland Police and Correctional Training Commissions, the Prince George’s Community College Police Academy is seeking qualified applicants to participate in a 24-week, full-time, daytime training program. Student officers will be trained in law enforcement operations and functions, including firearms training and emergency vehicle operations. Upon successful completion of the program and by meeting agency standards, graduates will be eligible to be hired by most Maryland law enforcement agencies.

Admission Requirements
Police Academy candidates must meet the following minimum requirements:

1. Be at least 21 years old upon graduation from the academy
2. Be a U.S. citizen
3. Be a high school graduate or have a G.E.D. recognized by the State of Maryland
4. Be of good moral character and have a police record clear of felony or serious misdemeanor convictions
5. Have a driving record with no more than three points and no serious or repeated traffic offenses
6. Pass a physical examination and a drug screening test
7. Authorize a complete background investigation
8. Present three letters of reference

In addition, the candidate must be able to:

1. Pay a $155 nonrefundable processing fee that must accompany the application

Prince George’s Community College • Transforming Lives • 301-336-6000 • www.pgcc.edu
2. Successfully complete all physical training requirements

3. Attend the full academy program in its entirety.

Financial aid may be available for qualified applicants, and the academy is approved for veteran's benefits. Students may also earn up to 18 credits toward an academic degree. Call 301-322-0175 for more information. Classes are now forming for upcoming orientation sessions. E-mail at policeacademy@pgcc.edu.

**SEC-310 Security Officer: Level 1**

This intensive 80-hour basic-entry program was created to satisfy the increasing demands of today's growing security industry. Student officers will receive training through both classroom lectures and hands-on experience in all major topic areas. Topics will include: professional ethics, protection methodologies, public relations, crisis deterrence, first aid, and training specific to particular career fields. One-on-one counseling will be provided as needed. Training for job opportunities in this wide open market is offered at minimal cost: an non-refundable application fee of $68 for screening and processing, plus $265 tuition for in-county residents. For future information call the Prince George’s Community College Security Officer Training Academy at 301-322-0175 or e-mail policeacademy@pgcc.edu. to receive an application. Text Required: The Professional Protection Officer “Practical Security Strategies and Emerging Trends”.

**REAL ESTATE LICENSURE**

**Certification Preparation, Real Estate Sales Licensure**

The Maryland Real Estate Commission requires an applicant for the real estate sales license to successfully complete 60 hours of instruction in approved courses. Prince George’s Community College offers one 60-hour course to meet this requirement.

The Maryland Real Estate Commission requires all students to attend all hours of each commission-approved course. If he/she arrives late, leaves early or misses a session, the student will be required to make up the time in 3 hour time slots.

There will be no exceptions. For more information visit the Maryland Real Estate Commissions website at www.dllr.state.md.us/license.

Upon successful completion of the course, the candidate may sit for the Maryland Real Estate Salesperson Licensing Exam.

**Maryland Real Estate Sales Licensure Exam**

The college does not administer the licensure examination for salespersons or brokers. Candidates must register for the examination by sending an application and supporting documents directly to Psychological Systems, Inc. (PSI).

PSI will notify qualified candidates of the date, time, and location of the examination based upon the candidate’s preferences indicated on the application. Examinations will be offered each regular business day at test centers. For more information, call the Maryland Real Estate Commission in Baltimore at 410-230-6230 or PSI at 1-800-733-9267.

**Certification Preparation, Real Estate Appraisal Licensure**

Applicants for appraisal licensure must successfully complete 150 hours of approved AQB training (RES-403, 400, 404 and 405—including full attendance and passing grades on all exams) and be able to document 2,000 hours of appraisal experience before sitting for the state exam.

The courses offered at PGCC were developed by the Maryland Community College Association for Continuing Education and Training (MCCACET). A trainee license can be obtained upon completion of 75 hours of training. For more information, visit the Appraisal Commissions website at www.dllr.state.md.us/license/ or call 410-230-6165. This program is eligible for Veterans Educational benefits.

**Continuing Education for Real Estate Licensure Renewal**

PGCC also offers courses approved by the Maryland Real Estate and Appraisal Commissions for the continuing education credit needed to renew real estate licenses. Three hours of continuing education should be sufficient to cover relevant changes that have occurred in federal, state, and/or local laws updates.

As stated previously, the Maryland Real Estate Commission requires students to attend 100 percent of all hours of each commission-approved course for successful completion. Criteria for Appraisal licensing effective January 1, 2008, and have been trainee license can be obtained upon completion of 75 hours of training.

**RES-305 Real Estate Principles and Practices for Salespersons**

This course is approved by the Maryland Real Estate Commission for a real estate sales license. It introduces concepts of property types, interests in real estate, property description, agency, contract law, finance, valuation, taxation, license law, and fair housing, ethics and environmental concerns. Students must have 100 percent attendance and pass the final course exam in order to qualify for the state examination. Students are encouraged to read Chapters one-four before the first class session. Meets concurrently with the credit course BRE-1030. Text required at first class. **20 sessions, $565**

**RES-373 Fair Housing (Approval number 161-1614)**

This course is designed to teach students how to recognize and avoid situations that violate fair housing laws. Topics will include fair housing statutes and advertising. Approved for one and half hours toward Real Estate License renewal. **1 session, $20**

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
RES-359 2009-2011 Legislative Update (Approval number 169-1614)
This course meets the requirements of the Maryland Real Estate Commission for license renewal. Topics include relevant changes that have occurred in federal, state, and local laws during the preceding five years. Approved for three hours toward Real Estate License renewal. 1 session, $35

62787  $ 2/2-2/2  10:30 a.m.-1:30 p.m. Largo
62805  $ 4/6-4/6  10:30 a.m.-1:30 p.m. Largo

RES-307 Ethical Obligations and the RE Licensee (Approval number 163-1614)
This course is designed to assist the real estate professional in identifying ethical behavior and issues. Topics will include: definition of ethics, predatory leading, and flipping. Approved for three hours on ethics toward Real Estate License renewal. 1 session, $35

62799  $ 2/2-2/2  2-5 p.m. Largo
62806  $ 4/6-4/6  2-5 p.m. Largo

RES-458 Conduct of Real Estate Teams (Approval number 164-1614)
Learn the details of real estate teams contained in regulation and recent legislation. A one and half hour course could ‘round out’ your 15-hour continuing education requirement. (Approved for one and half continuing education hours.) 1 session, $20

62800  S 2/23-2/23  10:30 a.m.-12 p.m. Largo

RES-451 American Disabilities Act & Real Estate Licensee (Approval number 168-1614)
This course is designed to assist licensees with the application of the ADA laws. Topics will include: accommodations vs. modification, disability. Approved for three hours toward Real Estate License renewal. 1 session, $35

62802  S 3/16-3/16  2-5 p.m. Largo

RES-457 Supervision (Approval number 157-1614)
This course, developed by the Maryland Real Estate Commission (MREC) is the new required course for Brokers, Managers and team Leaders effective with 2012 renewals. (Approved for three continuing education hours.) 1 session, $35

62803  S 3/16-3/16  10 a.m.-1 p.m. Largo

RES-446 Start or Restart Your Real Estate Career
This course will assist students in choosing a broker and starting their real estate career. Topics will include: choosing a company, the interview process, the career demands, business start-up, record keeping and your duties as a licensee. Not approved for Real Estate License renewal. 1 session, $35

62797  $ 2/23-2/23  2-5 p.m. Largo

REAL ESTATE APPRAISAL

RES-403 Appraisal Principles and Procedures
6.0 CEUs
This course is the first in a series of four designed to meet the educational requirements of the Maryland Real Estate Appraisers Commission for the Licensed Real Estate Appraiser classification. Topics will include real property concepts and characteristics, legal considerations, influences on real estate values, types of value, economic principles, real estate markets and analysis, the valuation process, property description, and an overview of the approaches to value. The course meets for a total of 60 classroom hours. Full attendance is mandatory. A final examination will be given. A basic calculator is required for this course. However, if the student desires to purchase a financial calculator, the text required at first class, Uniform Standards of Professional Appraisal Practice and the accompanying student manual from The Appraisal Foundation, 1-800-348-2831 or www.appraisalfoundation.org. Prerequisites: RES-403: Appraisal Principles and Procedures. 3 sessions, $130* (includes a $20 lab fee)

60895  T 4/9-4/23  6-9 p.m. Largo

BUS-537 Social Networking for You and Your Business
0.5 CEU
Looking for a fun, inexpensive way to market yourself or your business? Social media is the way to go! With the click of a few buttons and a simple marketing strategy, you can turn the social media outlets you use each day into platforms for your message. Learn the dos and don'ts of using social media for business and strategies that will help you promote yourself or your service. Prerequisite: Must have working knowledge of Twitter and LinkedIn. Participant must have an e-mail address. 2 sessions, $100* (includes a $20 lab fee)

60896  Th 4/18-4/25  6-8:30 p.m. Largo
BUS-559 Advanced Social Networking Skills for Your Career and Your Business 0.9 CEU
In this 9-contact hour course, you will learn how to use social media tools to further your current career, search for a new job, market your business and network with others in your field to develop and cultivate job and business opportunities. This course is an advanced course in social media. Bring your questions about the best platforms for achieving business and career success. Learn more do’s and don’ts of using social media for business and strategies that will help you promote yourself or your service. Prerequisite: Must have working knowledge of Facebook, Twitter, and LinkedIn. Participants must have an e-mail address. 3 sessions, $130* (includes a $20 lab fee)

SPORTS/GAMES

SPORTS

ATH-329 Golf for Beginners
So, you don’t know an eagle from a birdie? This course will teach you the basics, from equipment to rules and etiquette of the game. Meets concurrently with credit course PED-1030. 15 sessions, $280

ENR-438 Pocket Billiards
Acquire the fundamentals of Pocket Billiards with a long history dating back to the 15th century in northern Europe France. The game was once the sport of kings and queens that started out as a lawn game and, then, moved indoors to a wooden table with green cloth to simulate grass. Students are introduced to the basic concepts of Pocket Billiards, winning strategies, cue ball control and the techniques of shot making. The course helps to develop self-confidence and the skills to become a better player and is designed to be informative, inspiring and enjoyable. Ladies welcomed. Maximum enrollment: 12 students. A $72 table fee payable to the instructor is due at first class. Instructor: Stephen Brown. 6 sessions, $75

ATH-327 Tennis for Beginners
Learn the basic skills to play tennis. Emphasis will be placed on learning the forehand, backhand, volley and serve strokes. In addition, tennis rules and equipment selection will be discussed. Meets concurrently with credit course PED-1030 second half semester. 7 sessions, $280
### OCC-400 Auto Technician: Electrical Systems
1.8 CEUs

An in-depth, hands-on study of today’s automotive electrical systems. Topics include: electrical system diagnosis, battery diagnosis and service, starting system, charging system, lighting system/head and tail lights/parking lights/dash and courtesy lights/stop and hazard lights/turn signals and backup lights, gauges, warning devices, driver information system diagnosis and repair, horn, wiper and washer, body and miscellaneous accessories diagnostic and repair. Instructor: Toyd Green. 5 sessions, $195* (includes a $20 lab fee)

### OCC-406 Auto Technician: Heating and Air Conditioning
3.2 CEUs

Learn the concepts and develop the basic skills necessary to diagnose automotive heating and air conditioning problems. Topics include: heating and air conditioning principles, basic test equipment, and how to interpret and analyze information. Students will diagnose and repair automotive heating and air conditioning systems. Major emphasis will be on diagnostic procedures. This course includes Auto Service Excellence (ASE) content area testing information. Note: Located at Advance Your Technology (AYT2) Institute, 2266 25th Place N.E., Washington D.C. 20018. $20 Shop fee collected first day of class. 8 sessions, $390* (includes a $310 lab fee)

### OCC-423 Auto Technician: Automatic/Manual Transmission & Transaxle
5.2 CEUs

This course will teach students the fundamentals of clutch diagnostics and service, manual transmission overview, automatic transmission diagnostics and repair, driveline and front wheel drive service and repair. The course includes ASE content area testing information. Note: Located at Advance Your Technology (AYT2) Institute, 2266 25th Place N.E., Washington D.C. 20018. $20 Shop fee collected first day of class. 8 sessions, $390* (includes a $310 lab fee)

### OCC-437 Auto Technician: Diesel Engine Theory & Maintenance
3.5 CEUs

This course is preparation for the ASE H2, S2 and T2 diesel engine certification exams. This course will cover the construction of a diesel engine and its theory of operation. Students will learn about common failures of diesel engines and how to diagnose such failures. Laboratory exercises will guide students through diesel engines services for routine maintenance, and engine repair for common engine failures. Topics Include: Introduction to Diesel engines, Principles of Operation, Diesel Engine Construction and Assembly, Cooling System, Lubrication System, Maintenance. Instructor: Carlos Smith. 10 sessions, $390* (includes a $25 lab fee)

### OCC-436 Auto Technician: Tools and Their Uses
2.8 CEUs

This course covers tools and equipment use in the automotive service and repair industry, and the correct application of such tools. It also provides students with the awareness of hazardous material and health along with environmental and legal implications associated with handling these materials. Upon completion of this course, student will be taught how to work safely, without causing injuries to self or colleagues, or causing damage to vehicles. Students will also understand the importance of pollution control and how to protect the employers and self from OSHA violations. Topics include: Hand Tools—hammers, mallets, wrenches, wrenches & sockets, screwdrivers & nut drivers, torque drivers, pliers, pullers, vices, clamps, files, punches, drills, extractors, tap and die sets, fasteners. Power Tools - impact wrenches & power ratchets, impact hammer, grinding and cutting tools, chisels. Measuring Tools—vernier caliper, micro meter, dial indicators and feeler gauges. Electrical & Electronic Tools—scanners, digital multi-meters, power probe. Lifting & Support Equipment—vehicle lift, jacks, jack stands, engine and transmission supports. Shop Equipment — tire mount and balance machine. Simple Maintenance & Repair — replace vehicle oil, drain and fill engine coolant, brake pad and rotor replacement, brake bleeding procedure. OSHA Regulations & Safety. Instructor: Carlos Smith. 8 sessions, $370* (includes a $25 lab fee)

### OCC-404 Auto Technician: Automotive Collision Estimating
2.8 CEUs

There is a never-ending need for quality auto damage adjusters to meet the demands of today’s customers in the insurance and auto body industry. This skill set will prepare you to go forward in this field. The basic understanding achieved during this class can prepare the individual for success in the automotive estimating field and is a great way to launch a career. Taking the Auto Body Repair and Refinishing class will give a broader understanding of class content. Classes will include learning the basic components of a vehicle; teaching will include using estimating software on computer-based programs. This course will guide you through the process of learning how to write an estimate on damaged vehicles. You will acquire the knowledge and understanding of the when to repair or replace a damaged part, as well as refinishing and sublet items involved in completing the estimate. You will also learn the role of an Auto Damage Estimator and his working relation to the customer and potential employers. At the successful completion of this class, you will be able to write a competitive estimate. Course work will include diagrams, manuals and estimating software usage. Instructor: William Smith. 8 sessions, $295* (includes a $25 lab fee)

### OCC-405 Auto Technician: Auto Body Repair and Refinishing: Level 1
4.0 CEUs

Learn the concepts and basic skills necessary for the auto-body collision repair and refinishing industry. This course includes lecture and practical experience designed to enable students to attain proficiency in basic skills such as frame alignment equipment and techniques, glass and trim replacement and estimating using technical manuals and parts catalogs. This course includes Auto Service Excellence (ASE) content area testing information. Note: Located at Advance Your Technology (AYT2) Institute, 2266 25th Place N.E., Washington D.C. 20018. $20 Shop fee collected first day of class. 8 sessions, $390* (includes a $310 lab fee)

### AUTO BODY REPAIR & REFINISHING

#### Continuing Education Certificate, Auto Body Repair & Refinishing
Accidents are a fact of life. Automotive collisions happen on a daily basis. Our Auto Body Repair & Refinishing programs will teach you the fundamentals for repairing and refinishing an automobile using the tools, products and materials found in today’s auto body shops and repair facilities. Whether you are looking to repair your own vehicle or enter the Auto Body industry as a Collision Repair Technician, our courses will prepare you for a lifetime of knowledge and skills. Courses include the National Institute for Automotive Service Excellence (ASE) content area, testing information. Successful completion of both courses earns a Continuing Education certificate. Prince George’s Community College also works in partnership with AYT Institute to offer programs in Auto Body Repair and Refinishing. Call Ms. Sandra Brown for certificate at 301-322-0062.
Your Technology (AYT) Institute, 5700 Kirby RD, Clinton, MD, 20735. $20 Shop fee collected first day of class. 10 sessions, $455* (includes a $360 lab fee)

OCC-422 Auto Technician: Auto Body Repair and Refinishing: Level 2
4.0 CEUs
In this course students learn to demonstrate proper preparation and technique for refinishing an auto body. Various finishing products and their application will be introduced. Topics include: custom painting, color matching, sheet metal manipulation, use of fillers and plastics in the refinishing process, adhesive repair, proper frame measuring and interpreting readings to correct damage, use of specialized equipment to manipulate frame back into proper alignment. Demonstrations and hands-on training will reinforce fundamentals learned within this course. The course includes ASE content area, testing information. Note: Located at Advance course. The course includes ASE content area, reinforcing fundamentals learned within this frame measuring and interpreting readings to the refinishing process, adhesive repair, proper frame measuring and interpreting readings to correct damage, use of specialized equipment to manipulate frame back into proper alignment. Demonstrations and hands-on training will reinforce fundamentals learned within this course.

CDL-301 Commercial Driver License: Class B
4.5 CEUs
Student drivers will be taught the skills necessary to obtain a Class B Commercial Driver’s License (CDL). Upon obtaining the Class B CDL, the graduate would be capable of obtaining entry-level employment as a Class-B commercial vehicle driver. The intent of the Class-B program is to offer upgrade training for students either working in the field or seeking work as a CDL Class-B driver. Flexible weekday and weekend schedules available. Note: Please call 443-518-4172 for schedule dates and information. $1990* (includes a $1592 vehicle fee.)

CDL-302 Commercial Driver License: Class A: Part 1 (Basic Operations)
8.0 CEUs
Students who register in this course must also register for CDL-303. Students will alternate between range and road driving activities. Participants will be taught and must demonstrate safe driving practices in preparation for their Class-A CDL license test. Skills practiced will include parallel parking, docking, coupling and uncoupling, lane control, turns, speed and space management and other driving skills. Note: Please call 443-518-4172 for schedule dates and information. $1498* (includes a $1,348 vehicle fee.)

CDL-303 Commercial Driver License: Class A: Part 2 (Vehicle Control Skill)
8.0 CEUs
Students who register in this course must also register for CDL-302. Students will alternate between range and road driving activities. Participants will be taught and must demonstrate safe driving practices in preparation for their Class-A CDL license test. Skills practiced will include parallel parking, docking, coupling and uncoupling, lane control, turns, speed and space management and other driving skills. Note: Please call 443-518-4172 for schedule dates and information. $1497* (includes a $1,348 vehicle fee.)

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
**SKB-600 Driver Education**

The Driver Education Program is designed for beginning drivers who wish to obtain a Maryland Class-C driver’s license. Students learn from Motor Vehicle Administration certified instructors provided by the Linnel Driving School, an MVA Certified Driver Education Program provider that utilizes the College as a branch location. Linnel will forward completion information to the MVA as well and other records as required by Maryland statute. Schedules are flexible and include day, and evening classes. The 36-hour course includes 30 hours of classroom instruction, as well as six hours of behind-the-wheel instruction. The six hours behind-the-wheel instruction is scheduled on a flexible basis with each individual student. All behind the wheel lessons shall start and end at Prince George’s Community College.  

**10 sessions, $343 (includes a $274 lab fee)**

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**Forklift**

A powered industrial truck is defined by OSHA as any mobile power-propelled truck used to carry, push, pull, lift, stack or tier materials. Examples include forklifts, pallet jacks, low lift jacks, etc. Earth moving and road hauling trucks, golf carts, bucket trucks, and licensed automobiles are not included in the definition. The classes below are provided by Alliance Material Handling, Inc.

**HEO-305 OSHA Forklift Operator Certification**

For anyone who operates or plans to operate a powered industrial lift truck, Occupational Safety and Health Administration (OSHA) requires that lift-truck operators are trained under specified guidelines. This course complies with those guidelines and fulfills two of the three parts required to become a certified operator. This one day class consists of formal classroom training (part one), including video, discussions and lectures on safe operation of the industrial powered, sit down rider lift truck. It also includes practical training (part two) which is hands-on operation, demonstrations and pre-shift inspections; students will operate the lift truck in a simulated and controlled work environment. Each student will be issued a certificate and wallet card at the successful completion of the class. The student will need to be evaluated (part three) in their workplace in order to complete the certification. Lunch Provided.  

**1 session, $120* (includes a $75 lab fee)**

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**Motorcycle Safety**

**Quality Motorcycle Training for over 25 Years**

Our Motorcycle Safety Program for Class M licensing is designed for both beginning and experienced riders. Courses are taught by instructors trained and certified by the Maryland Motor Vehicle Administration (MVA) and the Motorcycle Safety Foundation (MSF). Successful motorcycling is not just a matter of being careful and having good instincts, it requires specialized knowledge, skills, techniques and strategies.

If you have never ridden, are self taught or have learned from friends, you will benefit from our professional training.

**About The Courses**

Courses consist of both classroom and range (on-motorcycle) sessions. A training motorcycle will be reserved for your use when you register for the Basic Rider Course (BRC) or Alternative Basic Rider Course (ABRC). Students must come to the range sessions prepared to ride by wearing a long-sleeve shirt or jacket, long leg pants, sturdy low-heeled shoes or boots that cover the ankle-bone, full-fingered leather or other good-grip gloves, a DOT-certified helmet, and eye protection (face shield, goggles, or even ordinary spectacles or sunglasses). The program will provide helmets, gloves and eye protection on loan while the course is in session. Classes ride rain or shine when appropriate so bring something to keep you dry if rain is expected. You may want to bring a snack or something to drink. However, water is provided during all classes. Saturday and Sunday students should bring a snack or bag lunch.

Registered students can pick up the MVA motorcycle handbook and participant letter one or more weeks prior to start of class in Kent Hall, Room 207.

To get the maximum benefit from Prince George’s Community Colleges Motorcycle Safety Program, students may want to consider taking the basic Motorcycle Maintenance (OCC-354) as well as Motorcycle Mechanics & Repair course (OCC-376). These courses will introduce the student to basic and advanced motorcycle service and repair skills for a safe and trouble free riding experience as well as saving hundreds of dollars on expensive maintenance and repair costs.

**Class M Licensing**

Students who are currently licensed in Maryland (with a Class-C license) and successfully complete the BRC or ABRC courses will receive a Maryland MVA Certificate of Completion.

This certificate must be presented to any full service MVA (in addition to a vision exam and paying a licensing fee) to receive your Class-M (motorcycle) license endorsement. This endorsement is required, if you wish to legally ride motorcycles on public roads. Out of state residents will receive a Maryland Motorcycle Safety Program completion card only and should check with their hometown MVA to see if this card will be accepted for licensing.
Students who successfully complete the BRC, ABRC, or BRC2 course will receive a Maryland Motorcycle Safety Program completion card. You should present this card to your insurance company for possible premium discounts.

**Policies**

In order to successfully complete the licensing program and receive a Maryland MVA certificate for Class M license endorsement, students must complete with the following Maryland Motor Vehicle Administration's policies:

1. Students must report to all classes promptly at the stated time and must attend all sessions.
2. If a student is not present as required in the classroom or on the range, he/she will not be permitted to participate in the class or continue in the program. There will be no exceptions.
3. All applicants under 18 years of age and all new drivers regardless of age, must have satisfactorily completed an approved driver education course of not less than 30 hours classroom instruction and six (6) hours behind-the-wheel driver training. If the motorcycle license is an applicant’s first license, then the applicant must complete the provisions outlined under the Maryland Graduated Licensing System. Please see Driver Education course (SKB-600).

**Standby Admission Policy**

If a student is not able to register for the course because all seats have been filled, he/she may participate in the stand-by lottery admission. Seats not claimed by registered students at the start of a class will be offered to students on stand-by who wish to take the course but have not or were not able to be registered.

In order to participate, students should arrive at the Continuing Education Building, Room CE-124 thirty minutes prior to the scheduled start of the class. You will be asked to sign the Stand-by Student Roster, and your name will be selected by lottery for possible enrollment. Stand-by students are not officially registered in the course until instruction begins. Until instruction begins, registered students may claim their seat in a course even if a stand-by has been selected for it. Stand-by students who are admitted should be prepared to fill out a Registration Form and pay for the class. Students who do not present proof of payment by the second class session will be dropped. Cash is not accepted by the students who do not present proof of payment by the second class session will be dropped. Cash is not accepted by the instructor; however, checks and money orders made out to “Prince George’s Community College” will be accepted.

**Refund Policy**

College policy states that no refunds are issued after the start of the class. Students who do not complete the course for any reason, including those who are counseled out of class, will not receive a refund. Those wishing to “re-take” the class can do so at a later time and at a reduced fee.

### OCC-577 Introduction to Motorcycle Riding

**0.2 CEU**

This course provides an introduction to the world of motorcycle riding and will help you decide if motorcycling is for you. Topics include: Why ride? Is it dangerous? Is it easy to learn? Can anyone do it? How much does it cost? What do I need? Do I need a learner’s permit? Familiarization with motorcycles. Provides the opportunity to register for any motorcycle safety and licensing class and get an early textbook. Preview video highlights of a Basic Rider Course. Instructor: Rob Buenning.

1 session, $30

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### OCC-361 Basic Rider Course (BRC)

This 17-hour motorcycle rider course is designed for both beginners and those who are not professionally trained. To register, a student must be at least 16 years, six months of age. If the student is under 18 years of age, a parent or guardian must sign “liability release documents” on behalf of the student. Participants receive approximately seven hours of classroom instruction and approximately ten hours of riding instruction on a training motorcycle, provided by the college, practicing clutch-throttle control, stopping the motorcycle in a safe distance, turning, shifting, and basic crash avoidance skills. Throughout the course, instructors will evaluate and coach each rider’s ability and performance. To successfully complete the course, riders must pass a riding skills test and a riding knowledge test. Participants who do not achieve the minimum performance standards will not be allowed to continue in the course. There is no guarantee that individuals enrolling in this course will pass or get their license. 3 sessions, $311* includes a $35 lab fee

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*The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.*
OCC-365 Experienced Rider Course (BRC2)

This six hour course is for licensed motorcyclists who want to improve or refresh their skills. Individuals enrolling in this course must have a valid motorcycle license. The class "M" license waiver is not offered as a part of this course. During the initial riding activities, each rider’s ability to operate a motorcycle will be evaluated by the instructors. Riders who cannot demonstrate minimum riding proficiency will not be allowed to continue and will need to consider enrolling in OCC-361. Riders use their own motorcycles. Personal motorcycles must be street legal, in good operating condition and pass a routine pre-ride check given as part of the course. Riders are to provide their own riding gear, which includes a DOT certified helmet, eye protection, long sleeve shirt or jacket, full fingered gloves, long pants and sturdy over-the-ankle footwear. Riders who complete the skills test will receive a Maryland Motorcycle Safety Program Completion Card. 1 session, $147* (includes a $18 lab fee)

61030 TW 1/29-1/30 6-9 p.m. WTC
61031 TW 2/5-2/5 6-9 p.m. WTC

OCC-376 Motorcycle Mechanics & Repair 2.4 CEUs

This course teaches advanced motorcycle maintenance and repair topics for performing advanced services on a motorcycle. Topics Include: Engine theory and rebuilding, valve adjustments, carburetor repair and maintenance, fuel systems, replacing brake lines and pads, electrical system diagnostics and repair, exhaust systems, adjusting and replacing shocks and forks, suspension system, chain adjustment and replacement, etc. Text Required: How to Repair Your Motorcycle, Charles Everitt, 2007 (See instructor on first day of class). Instructor: Robert Buenning. 8 sessions, $250* (includes a $40 lab fee)

61032 TW 2/26-3/20 6-9 p.m. WTC
61033 TW 4/30-5/22 6-9 p.m. WTC

SMALL GAS ENGINES

OCC-316 Small Gas Engine 2.4 CEUs

This course covers the basic principles of small engine operation and service from engine theory to trouble shooting and failure analysis. It explains the “why” in engine design and operation fundamentals. Students supply their own materials. Instructor: Toyd Green. 7 sessions, $240* (includes a $10 lab fee)

61026 MT 4/29-5/20 6-9:30 p.m. WTC

TRAVEL

Continuing Education Certificate, Travel Services
PGCC’s Business Owners' Success Series and Greenbelt Travel Services cooperatively offer a 45 hour travel program for owners, agents, and independent contractors that provide the knowledge and skills needed to practice as a travel agent. The program includes the following courses:

Continuing Education Certificate, Travel Business & Sales

OCC-354 Basic Motorcycle Maintenance

This course covers the fundamentals of performing basic maintenance and inspections on your motorcycle. The six hour, two evening course will help the beginner to understand the importance of maintaining a motorcycle in top running condition in order to enjoy safe, trouble free riding. Topics include: pre-ride safety inspection; maintenance schedules and record keeping; basic tools; cleaning, storing and winterizing the motorcycle; performing an oil change; checking wheels, tire pressure and brakes; chain and cable adjustment; fluid levels; the owner’s manual; changing bulbs and dealer relations. Students should bring their motorcycle owner’s manual to class. Instructor: Robert Buenning. 2 sessions, 571*

61029 TW 1/29-1/30 6-9 p.m. WTC
61030 TW 4/2-4/3 6-9 p.m. WTC
61031 TW 5/28-5/29 6-9 p.m. WTC

OCC-369 Alternate Basic Rider Course (ABRC)

This seven hour course is designed for students who have already learned basic riding skills but wish to earn a Class-M license endorsement and legally ride on public roads. Those under 18 years of age must take OCC-361. Students have the option of riding their own motorcycles provided they are legally transported to the training site. The vehicle must also pass a pre-ride safety evaluation prior to class. During initial range activities, instructors will evaluate the student’s ability to coordinate smooth clutch and throttle control, stop the motorcycle in a safe distance, execute gradual and tight turns, shift up and down, and comfortably achieve a speed of at least 25 mph. Riders who cannot demonstrate minimum riding proficiency will not be allowed to continue and will need to consider enrolling in OCC-361. To successfully complete the course, riders must pass a riding skills test and a riding knowledge test. There is no guarantee that individuals enrolling in this course will pass or get their license. 1 session, $311* (includes a $35 lab fee)
• BUS-343 Getting into the Travel Business
• BUS-394 Destination Awareness: The Discovery Series
• BUS-446 Travel Industry Basics for Starting Your Own Small Business
• BUS-447 Geography: It’s Your Business to Know Destinations
• BUS-510 Computer Skills to Build Your Travel Business
• BUS-361 Sales and Marketing Techniques for Travel
• BUS-362 Package Your Tours and Cruises for Profit Potential
• BUS-381 Grow Your Cruise Business

Travel Career Development Test
Students who successfully complete each of these courses are eligible to take the Travel Career Development Test ($35 fee payable to the instructor). By taking this test, students will be able to demonstrate mastery of fundamental knowledge about the travel industry and receive the Travel Institute’s Travel Career Development Test Certificate, helpful when seeking employment.

A program reference guide is available from Greenbelt Travel Services, 6411 Ivy Lane, Suite 106, Greenbelt, Maryland.

BUS-343 Getting into the Travel Business
Do you have the who, why, how, and what it takes to own and manage a travel agency? Do you want to be a full or part-time travel agent? This workshop will help you make your decision and learn what you need to know to get started. Instructor: Helen Svensen, CTC. 1 session, $30

61084 T 3/19-3/19 7-10 p.m. GTSV

BUS-394 Destination Awareness: The Discovery Series
0.3 CEU
In-depth studies of the popular tourist destinations taught by the experts (tourist boards, tour operators, etc.). Cater to your clientele’s needs with inside information about hotels, restaurants, shops, local transportation, and tourist attractions. Instructor: Helen Svensen
1 session, $30

61087 T 3/26-3/26 7-10 p.m. GTSV

BUS-446 Travel Industry Basics
0.6 CEU
This course places emphasis on non-computerized office procedures including manual tickets, industry terminology, city codes, and effective use of reference materials. Instructor: Barbara Childs Kiker, CTA. 2 sessions, $55*

61088 T 4/2-4/9 7-10 p.m. GTSV

BUS-447 Geography
0.9 CEU
What are the popular travel destinations and when are the best times to visit them? Travel agents need to have a working knowledge of world geography. Emphasis will be on top-selling destinations. Instructor: Barbara Childs Kiker, CTA. 3 sessions, $80*

61089 T 4/16-4/30 7-10 p.m. GTSV

BUS-361 Sales and Marketing Techniques for Travel
0.6 CEU
You have the knowledge. You have the skills. You will be able to key in on the decision maker, qualify your clients, handle stalls and objections, and build a lucrative and loyal clientele. Instructor: Barbara Childs Kiker, CTA. 2 sessions, $55*

58168 T 1/15-1/22 7-10 p.m. GTSV

BUS-362 Package Your Tours and Cruises for Profit
0.6 CEU
Which tour and cruise wholesalers should you use? What different packages are available? How can you maximize your profit? How do you work with your preferred suppliers to earn top commissions? What happens when a supplier goes bankrupt? How liable are you as a travel agent when things go wrong on a client’s trip? How can you protect yourself? Get the answers to these questions and more so you can successfully promote the group travel market. Instructor: Barbara Childs Kiker, CTA. 2 sessions, $55*

58125 T 2/19-2/26 7-10 p.m. GTSV

BUS-381 Grow Your Cruise Business
0.6 CEU
The glamorous world of cruising is the hottest segment of the vacation market. It needs great salespeople! Do you know the rewards for selling cruises? Are you prepared for the challenges?

How far do you want to go with your cruise business? The course identifies the benefits of and obstacles to closing cruise sales, distinguishes selling points of the major cruise lines, identifies characteristics of a successful cruise seller, discusses viable selling goals, and gives an overview of the cruise industry’s future. Instructor: Mary Brennan. 2 sessions, $60*

61090 T 5/7-5/14 7-10 p.m. GTSV

BUS-510 Computer Skills to Build Your Travel Businesses
0.6 CEU
Use the computer as an effective tool for selling today’s travel in an ever-evolving industry. This is a lecture demonstration with some hands-on experience. You are welcome to bring your laptop if you have a Broadband Card with Wireless Connection. Prerequisites required. Preregistration: BUS-446: Travel Industry Basics and BUS-447: Geography required. (No walk-ins). Instructor: Vicki Svensen CTA, MCC. 2 sessions, $60*

61086 T 3/5-3/12 7-10 p.m. Largo

61087 T 3/26-3/26 7-10 p.m. GTSV

61088 T 4/2-4/9 7-10 p.m. GTSV

61089 T 4/16-4/30 7-10 p.m. GTSV

58168 T 1/15-1/22 7-10 p.m. GTSV

58125 T 2/19-2/26 7-10 p.m. GTSV

58125 T 2/19-2/26 7-10 p.m. GTSV

58125 T 2/19-2/26 7-10 p.m. GTSV

58125 T 2/19-2/26 7-10 p.m. GTSV

58125 T 2/19-2/26 7-10 p.m. GTSV

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
VETERINARY

VETERINARY ASSISTANT & TRAINING

Continuing Education Certificate, Veterinary Assistant
This 116 hour certificate program consists of five courses that include 44 hours of classroom study and 65 hours of clinical training with live animals. Prerequisites: Students must be 18 years of age and complete the Reading Comprehension Placement Test with a score of 65 or higher before registering for the first course. A Continuing Education Certificate in Veterinary Assistant will be awarded upon successful completion of the following courses:

- VET-313 Preparation for the Veterinary Assistant course series
- VET-300 Veterinary Assistant 1: Outpatient Care
- VET-301 Veterinary Assistant 2: Diagnostics and Pharmacy
- VET-310 Veterinary Assistant 3: Patient Care and Treatment
- VET-311 Veterinary Assistant 4: Surgery, Anesthesia, and Emergency Care

Prince George’s community College Veterinary Assistant Program has been reviewed by the Maryland Board of Veterinary Medical Examiners and approved and supported by the Maryland Veterinary Medical Association and the Maryland Veterinary Technicians Association.

Note: The Veterinary Assistant Program uses live animals for teaching purposes. Prince George’s Community College takes all necessary safety precautions when students interact with live animals. However, students must be aware that live animals by nature may not be absolutely controlled.

Therefore, a potential exists for students to be bitten, scratched, or otherwise injured by an animal while participating in this program. Prince George’s Community College does not provide medical insurance for any injury sustained.

For more information, please contact Donna Barker at 301-322-0796 or e-mail at barkerdm@pgcc.edu.

VET-400 Veterinary Assistant Orientation
This is a must attend for those interested in learning more about the veterinary assistant field; job environment, program prerequisites and requirements. 1 session

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<th>Course</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>58199</td>
<td>T, Th 1/17-1/17</td>
<td>6:30-7:30 p.m.</td>
<td>Largo</td>
</tr>
<tr>
<td>63544</td>
<td>T 5/3-5/5</td>
<td>3-4 p.m.</td>
<td>Largo</td>
</tr>
</tbody>
</table>

VET-313 Preparation for the Veterinary Assistant Training Course Series (Req)
Brush up your basic skills and prepare to start your classroom and clinical training to become a veterinary assistant. This nine hour preliminary course is required for ALL students who wish to take the veterinary assistant series of courses. Topics include: Problem solving skills, written and verbal communication, math for medications, confidentiality, professionalism, ethics, classroom and clinical conduct. Activities and tests will be scored on a point system. Students will be required to have a cumulative score of 90-120 points to continue on to the Veterinary Assistant Courses series. Prerequisites: Students must be a minimum of 18 years of age before class starts and must successfully complete the Reading Comprehension Placement Test before registering for the first course. Pick up a Placement Test Referral from Continuing Education Desk in Bladen Hall Room 126. 3 sessions, $95*

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>58200</td>
<td>T, Th 1/29-2/5</td>
<td>6:30-7:30 p.m.</td>
<td>CE-104</td>
</tr>
</tbody>
</table>

VET-300 Veterinary Assistant, Part 1: Outpatient Care 3.0 CEUs
Course consists of 21 classroom hours and 12 clinical hours. Topics covered include an overview of the veterinary field, office procedures, client relations, biology, and exam room procedures. The first course will include classroom competencies that must be successfully demonstrated prior to clinical placement. This training has been reviewed by the Maryland Veterinary Medical Association and Maryland Board of Veterinary Medical Examiners and approved and supported by the Maryland Veterinary Technician Association. Workbook included. Prerequisites: Students must be a minimum of 18 years of age before class starts and must successfully complete the Reading Comprehension Placement Test before registering for the first course. Pick up a Placement Test Referral from Continuing Education Desk in Bladen Hall Room 126. 3 sessions, $95*

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
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<th>Location</th>
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</thead>
<tbody>
<tr>
<td>58201</td>
<td>T, Th 2/7-3/5</td>
<td>6:30-7:30 p.m.</td>
<td>CE-104</td>
</tr>
</tbody>
</table>

VET-311 Veterinary Assistant, Part 3: Patient Care and Treatment 3.0 CEUs
This course consists of 18 classroom hours and eight clinical hours. Topics covered are anesthesia, surgery, emergency medicine, and critical care. This course concludes with a wrap-up seminar day. Workbook included. Prerequisites: VET-310, 6 sessions, $225* (includes a $50 lab fee)

<table>
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<th>Course</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>58202</td>
<td>T, W, Th 3/7-3/21</td>
<td>6:30-9:30 p.m.</td>
<td>CE-104</td>
</tr>
</tbody>
</table>

VET-312 Animal First Aid and CPR
Animal first aid is the immediate care given to an injured or suddenly ill pet until competent veterinary care is available. This course provides pet owners and other interested parties with information on caring for dogs and cats as well as guidance about how to determine when pets need professional treatment. Topics include initial assessment, restraint application, basic emergency, CPR, common illnesses and injuries, and medication administration. 1 session, $50* (includes a $10 lab fee)

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>58414</td>
<td>T 1/22-2/22</td>
<td>5:30-9:30 p.m.</td>
<td>CE-104</td>
</tr>
</tbody>
</table>

VET-301 Veterinary Assistant, Part 2: Diagnostics and Pharmacy 2.7 CEUs
This course is designed to provide veterinary assistants and those in entry level careers with an overview of laboratory procedures, pharmacy, radiology, and ultrasound imaging. Twelve clinical hours and workbook are included. Prerequisites: VET-300, 5 sessions, $215* (includes a $75 lab fee)

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<tr>
<th>Course</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>58203</td>
<td>T, W, Th 4/2-4/18</td>
<td>6:30-9:30 p.m.</td>
<td>CE-104</td>
</tr>
</tbody>
</table>

VET-310 Veterinary Assistant, Part 3: Patient Care and Treatment 3.0 CEUs
This course consists of 18 classroom hours and twelve clinical hours. Topics include inpatient care and clinical procedures. Workbook included. Prerequisites: VET-301, 6 sessions, $225* (includes a $50 lab fee)

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<th>Course</th>
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<tbody>
<tr>
<td>58203</td>
<td>T, W, Th 4/2-4/18</td>
<td>6:30-9:30 p.m.</td>
<td>CE-104</td>
</tr>
</tbody>
</table>

VET-311 Veterinary Assistant, Part 4: Surgery, Anesthesia, and Emergency Care 2.6 CEUs
This course consists of 18 classroom hours and eight clinical hours. Topics covered are anesthesia, surgery, emergency medicine, and critical care. This course concludes with a wrap-up seminar day. Workbook included. Prerequisites: VET-310, 5 sessions, $225* (includes a $50 lab fee)

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<tr>
<th>Course</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>58204</td>
<td>T, Th 4/23-5/2</td>
<td>6:30-9:30 p.m.</td>
<td>CE-104</td>
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<tr>
<td></td>
<td>S 5/4-5/4</td>
<td>9 a.m.-4 p.m.</td>
<td>CE-104</td>
</tr>
</tbody>
</table>

VET-310 Veterinary Assistant, Part 3: Patient Care and Treatment 3.0 CEUs
This course consists of 18 classroom hours and twelve clinical hours. Topics include inpatient care and clinical procedures. Workbook included. Prerequisites: VET-301, 6 sessions, $225* (includes a $50 lab fee)

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>58203</td>
<td>T, W, Th 4/2-4/18</td>
<td>6:30-9:30 p.m.</td>
<td>CE-104</td>
</tr>
</tbody>
</table>

*Prices are subject to change without notice.
Have a rewarding career in Transportation!

**Driver Education**
301-322-0062
- Flexible day and evening schedules
- 36-hour, MVA-certified program
- MVA-certified instructors
- Largo and Landover locations
- Basic vehicle maintenance courses

**Automotive Technology**
301-322-0062
- Evening classes
- Hands-on instruction
- Learn theory, brakes, engine performance, electrical systems, heating/air conditioning, and automatic/manual transmission and transaxle
- Diesel theory and maintenance
- Auto Service Excellence (ASE) content area testing information

**Auto Body Repair and Refinishing**
301-322-0062
- Hands-on instruction
- OCC-405 (Level 1) teaches the concepts and basic skills necessary for the auto body collision repair and refinishing industry
- OCC-422 (Level 2) teaches proper preparation and technique for refinishing an auto body
- Auto Service Excellence (ASE) content area testing information

**Commercial Driver License (CDL) Class A**
443-518-4172
- Weekday and weekend instruction
- Hands-on training, testing, and job placement assistance
- Learner’s permit prep course available
- Licensing for tractor-trailer, includes all commercial Class B trucks

**Commercial Driver License (CDL) Class B**
443-518-4172
- Weekday and weekend instruction
- Hands-on training, testing, and job placement assistance
- Learner’s permit prep course available
- Licensing for passenger buses and Class B trucks (e.g., dump and cement trucks, etc.)

**Forklift Operations**
301-322-0062
- Weekday classes
- Hands-on training
- OSHA certification compliant

**Small Gas Engines**
301-322-0062
- Evening classes
- Diagnostics and repair
- Completion certificate

or call 301-322-0159 for more information.
WHAT IS ELEARNING®@PGCC FOR NONCREDIT LEARNERS?

The Workforce Development and Continuing Education online delivery allows you to take noncredit courses for personal or professional development, update your skills, discover a new talent, or chart a career path at your convenience using your computer. If you have a difficult time attending classes because your schedule is full or changes constantly, consider enrolling in our online or hybrid/online courses. These courses allow you to study, complete assignments, and communicate with your instructor and fellow classmates from the convenience of your computer: at home, your office, or school.

All you need is an e-mail address, Internet access, and a Web browser. Please note: most online courses are not self-paced; you will be required to complete course work during specific times. Hybrid/online courses combine online instruction with face-to-face classroom meetings and will require you to come to campus at scheduled times.

For more information about eLearning®, please visit www.pgcconline.com.

WHAT DO I NEED TO DO TO GET READY?

You can use your Schedule of Classes to select courses you want to take. Make a note of:
• Course number and title
• Syn# (5-digit number)
• Online delivery format (ED2GO, ProTrain, or Blackboard)

Then, check the Hardware and Software Requirements. You need access to a Pentium-class or Mac computer with at least 256 MB RAM and at least a 56k modem. Broadband (DSL, Cable, FIOS) is highly recommended. You must have an Internet Service Provider (ISP) and your own e-mail address. Online courses are accessed via the Internet using Web browsers. Recommended are Microsoft Internet Explorer, Mozilla Firefox, and Apple Safari. Microsoft Word is the college standard for Word Processing software. Multimedia (speakers and sound card) may be required in some courses.

GET SET BY REGISTERING AND PAYING FOR YOUR COURSE

Follow the instructions for the online delivery format of your course (ED2GO, ProTrain, or Blackboard)

ED2GO

To Register for Online Courses That Use ED2GO ...

STEP 1: Select a course at ED2GO.
1. Go to www.ed2go.com/pgcc
2. Browse the catalog by department or search for courses by keyword.
3. Select a course. You will be able to read a description of the course, including start date and price.
4. If you decide to take the course, click the “Enroll Now” button and complete the ED2GO enrollment process.
5. Please note the class section number.*

NOTE: Do not pay for the course at the ED2GO website.

STEP 2: Register and pay, using the Registration Instructions found in this Schedule (page 4).

“If your course is NOT listed on Owl Link, then register and pay for the EDG-300 generic course with the Course Code Number for the appropriate semester, as follows: 63395 for Spring 2013 ED2GO courses (courses beginning Jan.-Apr.).

If registration and payment have not been completed by the end of the business week PRIOR to the class start date, then you will be requested to take the section that begins the next month. LATE registration is not allowed for classes at PGCC.

If you experience any problems with registration, payment, and/or locating the course on PGCC’s Owl Link, please e-mail ed2go@pgcc.edu.

ProTrain (PTRN)

To Register for Online Courses That Use ProTrain...

1. Go to pgcc.theknowledgebase.org
2. Select a program area and then a course. You will be able to read a description of the course, including hours and price.
3. If you decide to take the course, contact westphalia@pgcc.edu for enrollment instructions.

NOTE: Do not enroll or pay for the course at the ProTrain website.

After you have registered and paid at PGCC (see page 4), you will receive login instructions which will be e-mailed to you by ProTrain shortly before the course begins.

Blackboard (BLBD)

To Register for Online Courses That Use Blackboard ...

First, register and pay, using the Registration Instructions found in this Schedule (page 4). Be sure to provide both a phone number and e-mail so that you can be contacted with additional instructions.

Then, activate your Owl Link account, which is needed for accessing your Blackboard online course.

GO! YOU’RE READY TO START YOUR COURSE!

Follow the instructions for the online delivery format of your course (ED2GO, ProTrain, or Blackboard)

On the start date of your course:
ED2GO: At www.ed2go.com/pgcc, click the “My Classroom” link and login to get started.

ProTrain: Login using the login information sent you by ProTrain.

Blackboard: Login at pgcconline.blackboard.com.

NOTE: There is no “www” in the Blackboard address.

WHAT IF I’M NOT REALLY TECHNICAL?

PGCC eLearning Services offers orientation for online students. In the orientation, you will learn how to log into your online classroom and how to navigate your online class. Individual orientation sessions can be conducted by phone (must be connected to the Internet while on the phone) or in-person, upon request. If you are interested, contact the eLearning Services office by e-mail at eLearning@pgcc.edu or by phone at 301-322-0463. Please refer to the Noncredit Online-Learning website (www.pgcconline.com) for complete orientation information. For support for your online course, see the eLearning Services office.
NOTE: To see the dates and synonym numbers and online delivery format of the courses, turn to the appropriate section in this Schedule.

WHAT ARE NONCREDIT ONLINE COURSES?

Students who are computer literate and have access to a computer and the Internet may want to consider taking online courses at Prince George's Community College (PGCC). Online courses can save you the time and expense of driving to campus and give you flexibility in time, location, and pace of study. The computer becomes the classroom. Students can work more independently and set their learning hours to fit their personal schedules. Students communicate with their instructor and fellow classmates via the Internet in password-protected online classrooms with access to e-mail, course content, chat, discussion board, and other course tools. Students can use their own computer at home or work or use a computer at the college's computer center to conduct course communications.

Noncredit online courses at PGCC are offered in three delivery formats: ED2GO, ProTrain, or Blackboard. For more information, visit www.pgcconline.com, call 301-322-0463 or e-mail eLearning@pgcc.edu.

ED2GO ONLINE COURSES

See "eLearning@pgcc" section page 78, for ED2GO registration details.

ACCOUNTING & BOOKKEEPING

Accounting, page 11
OFC-350 Accounting Fundamentals
Quickbooks, page 12
DPR-729 Introduction to Quickbooks 2012
DPR-742 Introduction to Quickbooks 2010

BUSINESS & MANAGEMENT SKILLS

General Business Skills, page 16
OFC-346 Administrative Assistant Fundamentals
Management & Supervisory Skills, page 16
OFC-322 Fundamentals of Supervision and Management: Part 1
MGT-623 Project Management Professional (PMP) Certification Prep 1

Nonprofit Management, page 17
MGT-649 Introduction to Nonprofit Management
VOL-332 A to Z Grant Writing

Small Business, page 18
BUS-355 Start and Operate Your Own Home-Based Business
BUS-438 Starting a Consulting Practice

COMPUTERS & INFORMATION TECHNOLOGY

Keyboarding, page 21
OFC-388 Keyboarding

Web Design & Management, page 24
DPR-393 Designing Effective Websites
DPR-762 Advanced Web Pages

Networking, page 27
DPR-649 Wireless Networking

Online Training, page 27
DPR-696 Introduction to PC Troubleshooting
DPR-741 Introduction to Creating WordPress Web Sites
DPR-393 Designing Effective Website
DPR-517 Introduction to the Internet
DPR-649 Wireless Networking
DPR-431 Introduction to Networking
DPR-591 Intermediate Networking
DPR-716 Introduction to Windows 7
DPR-699 Introduction to Microsoft Word 2010
DPR-514 Introduction to Linux
DPR-451 Computers Skills for the Workplace
DPR-394 Introduction to Buying and Selling on eBay
DPR-758 Introduction to Microsoft Access 2010
DPR-764 Introduction to Microsoft Publisher 2010
DPR-744 Intermediate Microsoft Word 2010
DPR-710 Introduction to Microsoft Excel 2010
DPR-492 Introduction to Crystal Reports: Version 10
DPR-462 Introduction to Database Development
DPR-463 Introduction to SQL
DPR-461 Introduction to Oracle
DPR-712 Introduction to Microsoft PowerPoint 2010
DPR-479 C++ for the Absolute Beginner
DPR-435 Introduction to C# Programming
DPR-485 Creating Web Pages
DPR-409 Achieving Top Search Engine Positions
DPR-725 Introduction to Flash CS5
DPR-690 Introduction to Dreamweaver CS5

DPR-329 Java for the Beginner
DPR-651 Intermediate Java Programming
DPR-540 Introduction to PHP and MySQL
DPR-583 Intermediate PHP and MySQL
DPR-383 Introduction to ASP.NET
DPR-464 Introduction to Perl Programming
DPR-670 Introduction to PC Security
DPR-672 Introduction to CSS and XHTML
DPR-745 Intermediate CSS & XHTML
DPR-671 Advanced Personal Computer (PC) Security
DPR-746 Introduction to Microsoft Project 2010
DPR-752 Introduction to CorelDRAW X5
DPR-747 Introduction to Visual Basic 2008

CREATIVE & PERFORMANCE ARTS

Creative Writing, page 38
SKB-386 Keys to Effective Editing
SKB-307 The Craft of Magazine Writing
SKB-367 Writing Your Life’s Story
SKB-393 Beginner’s Guide to Getting Published
SKB-722 Beginning Writer’s Workshop
SKB-463 Writeriffic: Creativity Training for Writers
SKB-402 Writing for Children

Fine Arts Creativity, page 38
ART-345 Art and Drawing for the Absolute Beginner

Graphics Art & Design, page 39
DPR-726 Introduction to Illustrator CS5
Performing Arts & Music, page 40
MUS-339 Music Made Easy

Photography, page 40
PHO-318 Photoshop Elements 9 for the Digital Photographer
CRE-349 Exploring Digital Photography: An Online Class
DPR-713 Introduction to InDesign CS5
CRE-363 Secrets of Better Photography
PHO-318 Photoshop Elements 9 for the Digital Photographer

EARLY CHILDHOOD EDUCATION

Childhood Education, page 42
DCR-529 Teaching Pre-School: A Year of Inspiring Lessons

EDUCATION TEACHER TRAINING

Teacher Training, page 46
SKB-443 Praxis 1 Preparation
SKB-416 Survival Kit for New Teachers
SKB-417 The Creative Classroom
SKB-431 Strategies for Teaching Students with Autism

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
SAGE
(Seasoned Adults Growing Educationally)

For more day classes, see our SAGE schedule of classes.
WHAT ARE NONCREDIT HYBRID/ONLINE COURSES?

A Hybrid/Online course combines classroom meetings and online instruction. Students enrolled in a Hybrid/Online course come to campus at scheduled times during the semester to meet face-to-face with their professor and fellow students. Other course work, assignments and discussions are accomplished through the Internet. Noncredit hybrid/online courses at Prince George's Community College are offered using the Blackboard delivery format. For class times and locations, see the course schedule.

Note: HLAG is a hybrid course that meets on the Largo campus; HYLCC is a hybrid course that meets at the Laurel College Center.

REAL ESTATE & INSURANCE

Property & Casualty, page 67
INS-307 Property and Casualty Insurance (HLAG)

MORE ONLINE ED2GO COURSES: SPRING 2013

Prince George's Community College offers many more online courses using the ED2GO delivery format than can be listed with their descriptions in the Schedule. Here are just some of the titles of more online courses that may interest you. If you see one that you like—or want to see more—then visit www.ed2go.com/pgcc and "View Catalog."

- Accounting Fundamentals II (US)
- Intermediate Microsoft Excel 2010
- Performing Payroll in QuickBooks 2010 (US)
- Real Estate Investing II: Financing Your Property (US)
- Building Teams That Work
- Help for the Helpdesk
- Manufacturing Applications
- Purchasing Fundamentals
- Get Grants! (US)
- Creating a Successful Business Plan
- Leadership
- Understanding the Human Resources Function
- Nonprofit Fundraising Essentials (US)
- High Speed Project Management
- Business and Marketing Writing
- Introduction to Microsoft PowerPoint 2003
- Introduction to Internet Writing Markets
- Start a Pet Sitting Business
- Start Your Own Small Business
- Intermediate Photoshop CS5

Introduction to InDesign CS5
Photoshop CS4 for the Digital Photographer
Photoshop Elements 7 for the Digital Photographer
Photoshop Elements 8 for the Digital Photographer II
Introduction to Microsoft Word 2003
Introduction to InDesign CS4 (US)
Pleasures of Poetry
Introduction to Journaling
Photographing People With Your Digital Camera
An Introduction to Teaching ESL/EFL
Easy English 1
Instant Italian
Spanish in the Classroom
Speed Spanish III
Teaching ESL/EFL Vocabulary
Legal Nurse Consulting (US)
Genealogy Basics (US)
Luscious, Low-Fat, Lightning-Quick Meals
Singapore Math: Number Sense and Computational Strategies
Lose Weight and Keep It Off
Be Assertive!
Introduction to Algebra
Skills for Making Great Decisions
SAT/ACT Preparation—Part 1
Integrating Technology in the Classroom
Microsoft Word 2007 in the Classroom
Web 2.0: Blogs, Wikis, and Podcasts
The Differentiated Instruction and Response to Intervention Connection
Going Green at Home

BLACKBOARD HYBRID/ONLINE COURSES

See “eLearning@pgcc” section page 78, for Blackboard registration details.

EARLY CHILDHOOD EDUCATION

Childhood Education, page 42
DCR-303 Child Growth and Development: 45 Hours (HLAG—SYN#61457; HYLCC—SYN#60695)
DCR-304 Curriculum/Activities: 45 Hours (HLAG)
DCR-315 Infant and Toddler: 45 Hours (HLAG)
DCR-456 School-Age Curriculum Development: 45 Hours (HLCC)
DCR-466 Child Care Admin—Directors (HLCC)

HEALTH CARE SUPPORT

Medical Office Assistant, page 56
HES-355 Medical Office Assistant Overview (HLAG)

To view the entire online ED2GO course inventory (which includes over 300 courses), visit www.ed2go.com/pgcc and click “View Catalog.”

You can look at the entire list of courses or search for a topic that interests you. Read descriptions of the courses, see their start dates, and learn their prices.

We've got something to interest everyone!

So many online courses, we couldn’t list them all!

More Online Courses!

We have numerous courses in many different areas, including:

- Accounting & Finance
- Business
- College Readiness
- Computer Applications
- Design & Composition
- Health Care & Medical
- Language & Arts
- Law & Legal
- Personal Development
- Teaching & Education
- Technology
- Writing & Publishing

Transforming lives, PRINCE GEORGE’S COMMUNITY COLLEGE
Prince George’s Community College degree and extension centers bring education closer to your neighborhood by offering more than 200 course sections per semester at locations throughout the county. Classes are identical in title, number, course content, credit, and transferability to those offered on the main campus. Students may register in person for any course at most locations. A degree center offers courses that allow students to complete requirements toward a degree.

DEGREE CENTERS
Joint Base Andrews
1413 Arkansas Road, Room 111
Joint Base Andrews, MD 20762
For more information, call 301-322-0778 or 301-981-5949
See the Joint Base Andrews section (page 85) for course listings.

Laurel College Center
(A Partnership of Prince George’s Community College and Howard Community College
A Maryland Regional Higher Education Center)
312 Marshall Avenue, Suite 205
Laurel, MD 20707
Toll free: 1-866-228-6110
Direct: 443-518-4162
Fax: 443-518-4161
TTY users call via MD Relay 7-1-1
www.laurelcollegecenter.org
See the Laurel College Center section (pages 83-85) for course listings.

University Town Center
6505 Belcrest Road, Suite 200
Hyattsville, MD 20782
For more information, call 301-277-5934.
See University Town Center (page 85) for course listings.

EXTENSION CENTERS
Skilled Trades Center
6400 Old Branch Avenue
Camp Springs, MD 20748
Direct: 301-322-0894
Fax: 301-322-0898
(No registration or advisement offered at this location.)

Westphalia Training Center
9109 Westphalia Road
Upper Marlboro, MD 20774
For more information, call 301-322-0964.
(No registration or advisement offered at this location.)

ADDITIONAL LOCATIONS
Culinary Arts Program
John E. Howard Community Center
4400 Shell Street
Capitol Heights, MD 20743
For more information, call 301-341-3027.

Law Library, Upper Marlboro
Prince George’s County Courthouse
14735 Main Street, Room M1400
Upper Marlboro, MD 20772
For more information, call 301-322-0785.
Laurel College Center

www.laurelcollegecenter.org

A Partnership of Prince George's and Howard Community Colleges
A Maryland Regional Higher Education Center
Laurel College Center, 312 Marshall Avenue,
Laurel, MD 20707
1-866-228-6110 or 443-518-4162

Office Hours: Monday-Thursday: 8:30 a.m.–8:00 p.m. and Friday: 8:30 a.m.–4:30 p.m.
The Laurel College Center (LCC) resulted from a unique joint effort between Prince George's Community College and Howard Community College to make higher education and continuing education more accessible to the residents of Laurel and the surrounding area. This partnership was established in fall 2001, and has been growing ever since. Conveniently located in downtown Laurel, LCC offers over 100 credit and 100 continuing education classes each semester. The classes are small, personal, with day, evening, and weekend classes. LCC offers a wide range of services including admissions, placement testing, academic advising, registration and bill payment.

REGISTRATION INSTRUCTIONS

Mail
Since mail is the slowest option and classes fill quickly, mail your registration form at least two weeks before the class begins or choose another registration option. Complete the registration form and mail along with your check, money order or credit card information (payable to PGCC) to:

Cashier’s Office
Prince George’s Community College
301 Largo Road
Largo, MD 20774-2199

Walk-in
You may register at the Laurel College Center Monday through Thursday, 8:30 a.m.–8 p.m. and Friday, 8:30 a.m.–4:30 p.m. You also may use walk-in registration at either college during their regular registration hours.

Web Registration
for Continuing Education Students
To register online, simply go to the college’s website, www.pgcc.edu. Click on Owl Link in the menu. Click on the “Workforce Development & Continuing Education Students” box. Then, click on “Register for Noncredit Course”. Follow instructions to register and pay for your class. You are not registered in any of your courses until you submit payment. If you have questions during any part of the registration process, click on “Help”.

INFORMATION PAYMENT

The noncredit course cost (including tuition and fees) is listed with each course description.

- If you live in a different county (other than Howard County) in Maryland, in the District of Columbia or another state, you should use the Prince George’s Community College (PGCC) synonym numbers and submit payment to PGCC or Laurel College Center.
- If you register through PGCC, a registration fee of $7 each semester will be added to your bill (regardless of the number of courses you are taking).
- Senior citizens and students retired on disability will be charged a $50 registration fee per term.
- Also, non-Prince George’s County residents are charged an additional fee when they register through PGCC (Other MD county: $5 per course; DC/out-of-state: $10 per course).

You may use the following payment methods:

- Cash-only at the home campus (not LCC)
- Personal check
- Credit card (MasterCard, Visa or Discover)
- Money order
- Employer voucher or purchase order
- Properly documented financial aid or scholarship

GENERAL INFORMATION

Websites
Prince George’s Community College
www.pgcc.edu
Laurel College Center
www.laurelcollegecenter.org

Room Locations
Classroom assignments will be posted in Suite 205 and at the elevator on the 2nd, 3rd, 4th and 5th floors of the Laurel College Center.

Parking
During the day, you must park in the yellow-lined spaces at the Laurel Shopping Center. Take the walkway between Books-A-Million and Sprint to the Laurel College Center building. After 5 p.m. and on Saturdays, you may park in the lots adjacent to Marshall Avenue. Parking passes are not needed. Parking is free.

Textbooks
If a course requires a textbook, that information is listed with the course description. You can order textbooks online by accessing www.pgccbookstore.com. You also may call 301-322-0912 to order textbooks. Have the reference number of the course ready when you call or access the website. Online or phone purchase requires a credit card. You can request to have your textbook sent directly to the Laurel College Center for pick-up. If you are registering late or would prefer to purchase your books in-person, call 301-322-0912 for bookstore information.

Noncredit Refund Policy
In the event you need to withdraw from a course, check with the college where you registered to determine its specific refund policy and procedures.

Eligibility
Noncredit courses are open to all students 16 years of age and older, unless the course is specially designed for a limited age group. There are no educational prerequisites for most noncredit courses.

Tuition Waiver
Senior Citizens Who Are 60 Years Or Older Maryland residents are exempt from the payment of tuition for courses for which state funding is received; in addition, they are exempt from payment of such charges as instructional services fees, but not registration fees and special instructional fees. Waivers only apply to courses with an asterisk next to the tuition. The asterisk (*) indicates courses for which state funds are received.

It should be noted that, notwithstanding the provisions for above exemption contained herein, the college reserves the right to cancel classes for reasonable cause, which may include insufficient enrollment of regularly enrolled (nonexempt) students.

The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.
DEGREE AND EXTENSION CENTERS

BUSINESS MANAGEMENT SKILLS
Event Planning, page 14
- BUS-422 Conference Planning Management
- BUS-460 The Site Selection Process
- BUS-347 Working with Hotels
- BUS-410 Starting Your Meeting Planning Company
- BUS-371 Marketing Your Meetings and Exhibits
- BUS-467 Creating a RFP (Request for Proposal)
- BUS-307 Developing Sponsorship Opportunities
- BUS-466 Crash Course in Event Planning
- BUS-516 Parties for Every Occasion
- BUS-532 When to Use Museums, Historic Sites/Buildings and Private Venues
- BUS-525 Table Etiquette for the Event Planner

Financial Services, page 15
- FIN-362 What You Don’t Know Is Costing You $1,000

Government Service, page 16
- BUS-354 Contract Opportunities in the State and County

Non-Profit Management, page 17
- VOL-313 Writing Grant Proposals
- BUS-464 How to Create a Women’s Organization

Small Business, page 18
- BUS-418 Business Plan: Blueprint for Success
- BUS-414 Legal Issues for Business Owners
- BUS-440 Marketing Strategies for Today and Tomorrow
- BUS-411 Financial Aspects of Your Business
- BUS-427 Accounting and Recordkeeping for Small Business
- BUS-435 Basic Federal Tax Information for Small Businesses
- BUS-328 Is Entrepreneurship Really for You?
- BUS-386 Copyrights, Trademarks, Trade Secrets and Licensing
- BUS-342 Creating an Interior Decorating Business
- BUS-557 Secrets to Finding the Right Franchise for You

COMPUTERS & INFORMATION TECHNOLOGY
Keyboarding, page 21
- OFC-314 Introduction to Keyboarding

Beginners, page 21
- DPR-436 Working with Windows

MS-Office, page 22
- DPR-354 Introduction to MS-Word: Level 1
- DPR-664 Introduction to Word 2010: Level 1

ENRICHMENT & PERSONAL GROWTH
Lifestyle, page 49
- ENR-554 De-Clutter Your Home
- ENR-437 Fit and Fabulous in 15 Minutes
- ENR-375 Develop Your Psychic Ability
- ENR-427 Past Life Regression and Future Life Progression
- ENR-362 Interpreting Your Dreams
- ENR-461 Meditation
- ENR-520 Introduction to Reiki Energy Healing
- ENR-533 A Family Affair
- ENR-546 Humoritis Laughingitis: Effectively Using Humor/Achieve Personal Happiness
- ENR-552 Strategic Couponing
- ENR-506 Master Your Energy
- ENR-553 Thinning Your Vineyard - a Common Sense Approach to Choosing a Better Health Care Support

Nursing Training, page 54
- HES-567 RN Case Manager

Nursing Assistant, page 54
- HES-544 Certified Nursing Assistant: Theory

Home Interior, page 59
- OCU-338 Basic Floral Design
- ENR-460 Interior Decorating Basics
- ENR-440 Colorful Home Environments
- ENR-356 Feng Shui Basics
- ENR-523 Simplesizing Using Feng Shui
- ENR-530 The Art of Accessorizing
- ENR-531 Arranging and Hanging Artwork

Hospitality
Food Service, page 60
- OCC-581 Demystifying the Wines of France

Nursing Assistant, page 61
- HES-544 Certified Nursing Assistant: Theory

HOTEL & GARDEN
Floral, page 58
- OCU-338 Basic Floral Design

Home Interior, page 59
- OCU-600 A Discussion of Architectural Styles
- ENR-460 Interior Decorating Basics
- ENR-440 Colorful Home Environments
- ENR-356 Feng Shui Basics
- ENR-523 Simplesizing Using Feng Shui
- ENR-530 The Art of Accessorizing
- ENR-531 Arranging and Hanging Artwork

LANGUAGE COMMUNICATION
American Sign Language (ASL), page 64
- COM-325 Sign Language 1
- COM-330 Sign Language 2

Foreign Language, page 65
- LGE-370 Introduction to Spanish: Part 1
- LGE-328 Introduction to Spanish: Part 2
- LGE-307 Beginning French

NUTRITION
Nutrition & Diabetes, page 66
- ENR-544 Herbal Tea Blending for Personal Health
The schedule of classes is subject to change. Visit Owl Link for the latest course updates at www.pgcc.edu.

### REAL ESTATE & INSURANCE

**Real Estate Appraisal, page 68**
RES-403 Appraisal Principles and Procedures  
RES-400 Real Estate: Appraisal Standards and Ethics

### JOINT BASE ANDREWS

Building 1413, Arkansas Road  
Joint Base Andrews, MD 20762  
301-322-0778 or 301-981-5949

Prince George’s Community College at Andrews is a safe, convenient location for those living in the southern part of Prince George’s County. Located on Joint Base Andrews since 1972, the college offers a full range of services, such as admission, placement testing, registration and academic advising, and at least 40-50 course offerings each fall and spring semester. Classes are small and personal. Civilians can easily access the base through the Visitor Center just outside the main gate off Allentown Road, although approximately 65% of Prince George’s Community College students on Andrews have a military ID.

### SKILLED TRADES CENTER

6400 Old Branch Avenue  
Camp Springs, MD 20748  
301-322-0894

Launched in January 2007, Prince George’s Community College is the outcome of a business-education partnership with Southern Management Corporation. The center offers programs in building trades and maintenance, including building maintenance engineering, residential wiring, electrical and plumbing repair, drywall installation and repair, and HVAC/R. The facility houses two classrooms and four construction labs for hands-on training.

### CONSTRUCTION SKILL TRADES

**Building Engineer, page 33**
OCU-404 Building Maintenance Engineer: Level 1  
OCU-402 Building Maintenance Engineer: Level 2

**HVAC, page 35**
HVC-340 CFC Preparation and Certification  
HVC-334 HVAC/R Level 2 Part 1  
HVC-342 HVAC/R Level 2: Part 4

**Residential Maintenance, page 36**
OCU-354 Drywall: Installation and Repair  
OCU-409 Ceramic Title Installation and Repair

### UNIVERSITY TOWN CENTER

6505 Belcrest Road, Suite 200  
Hyattsville, MD 20782  
301-277-5934

Office Hours: Monday–Thursday, 8:30 a.m.–8 p.m. and Friday, 8:30 a.m.–2 p.m. Just a short walk from the Prince George’s Plaza Station on Metrorail’s Green Line, Prince George’s Community College at University Town Center (UTC) offers students a convenient location for college credit and workforce development courses. The center opened in August 2000, and now serves approximately 1,500 credit and continuing education students each semester. The center offers approximately 150 credit/noncredit classes each fall and spring semesters, about 60 in the summer, and a full range of services.

### BUSINESS MANAGEMENT SKILLS

**Management & Supervisory Skills, page 16**
MGT-585 Introduction to Business

### EARLY CHILDHOOD EDUCATION

**Childhood Education, page 42**
DCR-303 Child Growth & Development: 45 Hours  
DCR-304 Curriculum/Activities: 45 Hours

### HEALTH CARE SUPPORT

**Nursing Assistant, page 54**
HES-568 Can Orientation  
HES-544 Certified Nursing Assistant: Theory  
HES-417 Certified Nursing Assistant: Clinical

### LANGUAGE COMMUNICATION

**Conversational Foreign Language, page 65**
LGE-370 Introduction to Spanish: Part 1

### WESTPHALIA TRAINING CENTER

9109 Westphalia Road  
Upper Marlboro, MD 20774  
301-322-0964

Office Hours: Monday–Thursday, 8:30 a.m.–4:30 p.m. and Friday, 8:30 a.m.–4 p.m. Prince George’s Community College has opened a new training center, located at 9109 Westphalia Road in Upper Marlboro, to educate and train workers for in-demand jobs. Operated by the college’s Workforce Development and Continuing Education (WDCE) area, the Westphalia Training Center provides classroom training in construction and to performance-based training within each classroom.

Additionally, students will experience a unique opportunity to train in all three phases green/renewable energy. Students enrolled in courses at the center will receive full access of construction including residential, industrial and commercial. The training center is a collaboration between PGcc and Mid-Atlantic Carpenters Training Centers (MAC TC), which is sharing the training responsibilities with the college.

### CONSTRUCTION SKILL TRADES

**Core Skills, page 34**
OCU-408 Core: Introductory Craft Skills, Part 1  
OCU-416 Core: Introductory Craft Skills, Part 2

**Electricity & Advanced Electrical, page 34**
ELC-312 Electrical: Level 2  
ELC-323 Construction Electricity: Part 1  
ELC-324 Construction Electricity: Part 2  
ELC-321 Basic Electronics and Motor Control  
CST-376 NEC: Journeyman Preparation

### Locksmithing, page 35
KEY-399 Locksmithing Background Screening  
KEY-300 Locksmithing 101
DEGREE AND EXTENSION CENTERS

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COSMETOLOGY/BRAIDING/MAKE-UP
Make-Up Artistry, page 37
OCU-422 Introduction to Make-Up Artistry
OCU-423 Advanced Make-Up Artistry

HOME & GARDEN
Landscaping, page 59
HRT-301 Tree Care for Landscapes
HRT-302 Entry-Level Arborist Training
HRT-328 Tree Climber Basic Skills
HRT-329 Tree Climber Advanced Skills

NUTRITION
nutrition & diabetes, page 66
ENR-544 Herbal Tea Blending for Personal Health

TRANSPORTATION & DISTRIBUTION
Automotive Technology, page 69
OCC-301 Auto Technician: Basic Theory
OCC-324 Auto Technician: Brake System
OCC-336 Auto Technician: Engine Performance
OCC-400 Auto Technician: Electrical System
OCC-437 Auto Technician: Diesel Engine
OCC-436 Auto Technician: Tools & Their Uses
Auto Body Repair & Refinishing, page 70
OCC-404 Auto Technician: Automotive Collision Estimating
Forklift, page 72
HEO-305 Osha Forklift Operator Certification

Tune in to Transforming Lives
at Prince George’s Community College
Mondays at 11 a.m.
www.blogtalkradio.com/transforming-lives

Motorcycle Safety, page 72
OCC-577 Introduction to Motorcycle Riding
Motorcycle Mechanics, page 74
OCC-354 Basic Motorcycle Maintenance
OCC-376 Motorcycle Mechanics & Repair
Small Gas Engines, page 74
OCC-316 Small Gas Engine

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Work in the Healthcare Field

Train for a rewarding career in the healthcare field. Prince George's Community College has short-term offerings.

- Certified Assisted Living Manager
- Certified Medicine Aide
- Certified Nursing Assistant/Geriatric Nursing Assistant
- Medical Billing
- Medical Office Assistant
- Pharmacy Technician
- Phlebotomy Technician
- Veterinary Assistant

Check out our website at www.pgcc.edu, call 301-336-6000, or e-mail wdcehealthcare@pgcc.edu for more information.

Workforce Development and Continuing Education
Prince George's Community College
Prepare for a new career. Sharpen your job skills. Enrich your life!

Whether it’s learning a new language, discovering steps to starting a small business, strengthening skills in computer technology or exploring arts and crafts, the Laurel College Center is your roadmap for getting ahead in life.

Additionally, you can advance your career, pursue personal enrichment, master a new language and more. Noncredit classes give you the edge in job hunting, home decorating, enjoying hobbies and staying up to date with technology. Learn from faculty from two highly respected colleges in the region.

Contact Laurel College Center today!

Laurel College Center
312 Marshall Avenue
Laurel, MD 20707
Next to the Laurel Shopping Center
Visit www.laurelcollegecenter.org
or call toll-free 1-866-228-6110

As a Maryland Regional Higher Education Center, Laurel College Center features seven colleges and universities offering 14 degrees and more than 100 courses right in your own back yard. A partnership between Prince George’s Community College and Howard Community College, Laurel College Center also offers more than 100 noncredit courses each season. Many courses are offered in a variety of formats to meet your personal needs, including the traditional classroom, online, and evenings and weekends. Choose from a number of exciting areas that represent high-demand industries, including

- Business and Entrepreneurship
- Certified Nursing Assistant
- Computers and Information Technology
- Child Care
- Government Contracting
- Arts, Crafts & Hobbies

Call toll-free 1-866-228-6110 or visit www.laurelcollegecenter.org
Conveniently located downtown next to the Laurel Shopping Center

Laurel College Center
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Workforce Development and Continuing Education

Noncredit Student Registration

Student ID (if known) [ ] Application Date [ ] / [ ] / [ ]

Semester
Year: [ ] Fall [ ] Spring [ ] Summer

Name
Last: [ ] First: [ ] Middle Init.: [ ]

Address
Zip: [ ] Street: [ ]

Telephone
Home: [ ] - [ ] Cell: [ ] - [ ] - [ ]
Work: [ ] - [ ]

Identification #s
Soc. Sec No.: (opt) [ ] - [ ] - [ ] D.O.B.: (req) [ ] / [ ] / [ ]

Ethnicity/Gender
Native American [ ] Black/African American [ ] White [ ] Multiple [ ]
Asian [ ] Hispanic [ ] Pacific Islander [ ] Other [ ]

Student Type
Standard, No Exemptions (STAND) [ ]
College Employee (EMPL) [ ]
Retired & Disabled (REDIS) [ ]
Employee Dependant (DEP) [ ]
Active Military In-county (ADMLC) [ ]
Active Military In-state (ADMLS) [ ]

Resident Status
Prince George's County (PGCO) [ ] Out of County in MD (OUTCO) [ ]
Out of State (OUTST) [ ]

For OFFICE USE: Academic Program = NDEG.CEND (. . . 176)

A registration fee of $7 will be assessed to every standard student each term.
The fee will allow the individual to register for one or more noncredit courses during the term.
The fee does not apply if the individual is registering for a tuition-free course.
Different fees apply to senior citizens, individuals who are retired on disability, and who are not Prince George's County or Maryland residents. Additional course fees may be required.
Please see the Schedule of Noncredit Classes for details.
I certify under penalties of perjury that the information recorded on this application is correct. I agree to abide by the rules and regulations and policies of Prince George's Community College as presently in effect and/or hereafter enacted. If in the future I change my residence, I understand that it is my responsibility to notify the Admissions and Records Office at Prince George's Community College and to provide them with my correct address.

[ ] E-mail

[ ] Student Signature [ ] Date

[ ] [ ] OFFICE USE ONLY

Date [ ]

Processed by [ ]
RESIDENTIAL DELIVERY

REGISTER NOW

CALL 301-336-6000
OR VISIT WWW.PGCC.EDU

William Stratton
Prince George’s Community College Municipal Police Academy Graduate